



CONCRETE SCHOOL DISTRICT

Facility Management RAS

Facility Use Agreement Form

4260F (updated 12/20/17)

The School Board of Directors wishes to encourage use of school facilities by the community as long as use is for a lawful purpose and does not interfere with the conduct of the district's educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and the current schedule of user fees. ALL youth sports groups must provide a letter of compliance with mandated Youth Sports Concussion Management Protocols. Funds may be charged for use of school facilities to ensure that funds intended for education of children are not used for other purposes. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district's interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

NAME OF ORGANIZATION _____

CONTACT NAME _____ NUMBER OF TEAMS/PARTICIPANTS _____

ADDRESS _____ DAYTIME PHONE _____

NATURE AND PURPOSE OF ACTIVITY _____

SPECIFIC FACILITY/SCHOOL REQUESTED _____

<input type="checkbox"/> Classroom	<input type="checkbox"/> Library	<input type="checkbox"/> Gym	<input type="checkbox"/> Computer Rm.
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Athletic field (specify: _____)	<input type="checkbox"/> Multipurpose Rm.	<input type="checkbox"/> HS Commons
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Conference Rm.	<input type="checkbox"/> Stadium	

DATES TO BE USED: _____ TO _____ DAY OF WEEK _____

TIMES OF DAY/EVENING: FROM _____ AM/PM TO _____ AM/PM

WILL ADMISSION BE CHARGED? _____ WILL CUSTODIAN SERVICES BE NEEDED? _____
(Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs and performing routine cleanup.)

EQUIPMENT NEEDED: ☐ Chairs ☐ Tables ☐ Flag ☐ Podium ☐ Screen ☐ Microphone ☐ Projector

FACILITY RENTAL FEES will be determined by the latest established rental rates. Payments of charges shown on the application form are to be made to the district within 30 days. Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises.

AGREEMENT AND INSURANCE

The person or organization entering into this agreement with the Concrete School District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the Concrete School District for any damage arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

All groups are required to provide proof of commercial general liability coverage of no less than \$1 million dollars per occurrence. The Concrete School District must be named as additionally insured on said policy. The additional insured endorsement shall be attached to the Certificate of Insurance and shall be provided to the School District at least 14 days before the use of the School's Facility. The Certificate of Insurance shall reflect insurance coverage written in an insurance company licensed to write insurance in the State of Washington and which has an A.M. Best's Financial Rating of at least A IX[9]. Coverage cannot be cancelled or reduced without thirty (30) days written notice to the district.

_____(initial)The applicant agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the school district.

The applicant agrees that the Concrete School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the Concrete School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT _____ Date _____

SEE REVERSE SIDE



RULES AND REGULATIONS

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- **All non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2 (Form 3422).**
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of Skagit County and the State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals cannot use district-owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

FOR DISTRICT USE ONLY

Approved ☐ Disapproved ☐

Single event ☐ School year ☐ Summer ☐ Other ☐

Days ☐ Evenings ☐ Saturday ☐ Sunday & Holiday ☐

Certificate of Insurance ☐ Requested ☐ Received

Letter Compliance w HB1824 (Form 3422) ☐ Requested ☐ Received

Facility/Building Rental Fee \$ _____ Per Hour/Event = \$ _____ Other charges \$ _____

Total Billed \$ _____ Date Billed ____/____/____

Signature of District/Building Administrator _____ Date _____