



DIERINGER SCHOOL DISTRICT

Educating every child for

Confidence today and

Contribution tomorrow

2014

Dear Facility Use Applicant:

It is the philosophy of the Dieringer School District Board of Directors that the schools are owned and operated by and for its patrons. The public is encouraged to use school facilities, but may be required to reimburse the district for such use to insure that the limited resources intended for educating our students are not used to support excess costs incurred as a result of this use. With the reduction of budgets the District finds it necessary to establish new facility use charges and procedures (see attached Application and Agreement for Use of School Facilities).

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of the District's facilities. To provide access by other groups, the District has established procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities must also maintain insurance for accident and liability covering persons using the district's facilities. For rental rate purposes, organizations seeking the use of school facilities have been divided into four categories:

School organization (school and PTA)

Nonprofit Groups (i.e. Scouts, Young Life, sports teams)

Profit-producing Groups within the District

Profit-producing Groups outside the District

Again, we welcome the use of District facilities and know you will understand that we must cover the cost of such use to make sure the funds intended to educate the District's children are available for that purpose.

Regards,

Judy Neumeier-Martinson
Superintendent

Permit Number _____
Non profit Number _____

Certificate of Insurance ___yes___no
Pending___ (required prior to use) Book _____

DIERINGER SCHOOL DISTRICT #343
APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

GROUP MAKING REQUEST _____ Date _____
FACILITY REQUESTED _____
PROGRAM/ACTIVITY _____
No. of Participants _____ Age(s) _____ to _____ Male _____ Female _____

SCHEDULE TIMES: Open _____ Close _____ Times of Events _____ to _____
On _____ for _____ weeks

THIS FACILITY IS REQUESTED FOR THE FOLLOWING DATES:

Month _____ Dates Requested _____
Month _____ Dates Requested _____
Month _____ Dates Requested _____

REQUESTED BY _____ Phone (day) _____ (evening) _____
e-mail _____ Address _____ City _____ Zip _____

PERSON IN CHARGE (If different than above) _____ Phone _____

The person in charge is responsible for contacting the custodian or securing the facility used upon completion of the activity.

THE ABOVE APPLICATION FOR USE OF SCHOOL FACILITIES IS APPROVED SUBJECT TO THE FOLLOWING REGULATIONS:

1. Payment of any service charge shall be made in advance unless prior arrangements have been made with the business office.
2. Any group or individual using the facilities accept responsibility for any damage done to District property and shall reimburse the District for such damage. Any group or individual who causes a false alarm call will be responsible for the \$100 false alarm fee.
3. When no custodial charge is made, the group or individuals agree to clean the facilities and restore the equipment/furniture to the original condition.
4. Only the facilities listed in the application will be used by the applicant group.
5. Tobacco, alcohol or firearm use is not permitted on any part of the campus. Groups or individuals using the facility accept responsibility for enforcement of this rule.
6. The District reserves the right to cancel, upon short notice, any meeting or activity in any District facility. If so, use fee will be prorated
7. Groups or individuals using District facilities agree to protect and indemnify for costs, legal and other expenses the District, its officers, directors and agents from all claims, liabilities or suits related to or arising from acts or omissions of groups or individuals in connection with the use of any such facility.
8. Certification of at least \$1,000,000 liability insurance is required prior to using District facilities. The Dieringer School District must be listed as an additional insured.
9. Non-profit youth groups shall submit a statement of compliance with the insurance coverage and required head injury trainings prior to receiving access to school facilities (HB 1824-Z. Lystedt law) (See attached)

It is agreed that this application is made subject to District policy 4260 for use of facilities. The undersigned agrees that these rules, as well as any accompanying procedures for use of facilities have been read and shall be strictly observed.

Applicant's Signature _____ Date _____

Facility Scheduler's Signature _____ Date _____

OFFICE USE ONLY

For No Charge, Check Here _____

| |
|-------------------------------------------------------------|
| Facility Use Charge _____ x (rate) _____ = \$ _____ |
| Custodial Hours _____ x (rate) _____ = \$ _____ |
| Other _____ |
| Total \$ _____ per day _____ per week _____ per month _____ |

FACILITY USE CHARGE

Group

| ELEMENTARY | A | B* | C** | D** |
|---------------------------|----------|-----------|------------|------------|
| Multipurpose Room | \$0 | \$16 | \$25 | \$45 |
| Gym | \$0 | \$16 | \$25 | \$45 |
| Classroom | \$0 | \$16 | \$25 | \$20 |
| Library | \$0 | \$16 | \$25 | \$45 |
| Kitchen | \$0 | \$16 | \$50 | \$50 |
| | | | | |
| MIDDLE SCHOOL | A | B* | C** | D** |
| Gym | \$0 | \$16 | \$30 | \$55 |
| Auxiliary Gym | \$0 | \$16 | \$30 | \$55 |
| Classroom | \$0 | \$16 | \$10 | \$20 |
| Library | \$0 | \$16 | \$25 | \$45 |
| Commons/Multipurpose Room | \$0 | \$16 | \$25 | \$45 |
| Kitchen | \$0 | \$16 | \$50 | \$50 |

*An additional custodial charge of \$35 per hour will be charged (plus one-half hour before and one-half hour after the event) when a custodian is not normally on duty. In-kind contributions may be accepted in lieu of use fees with the development of a proposal and completion of agreed upon activities equivalent to custodial costs.

When a kitchen is required, a food service technician must be on duty, for which a \$30 per hour fee will be charged.

A supervisor will be required when a responsible staff member is not on the premises (exclusive of custodian).

**Custodial charges will apply.

Categories:

- A. School organization
- B. Non-profit groups within the Dieringer School District boundaries
- C. Profit-producing groups within the Dieringer School District boundaries AND non-profit groups from outside the Dieringer School District boundaries
- D. Profit-producing groups from outside the Dieringer School District boundaries

Rates are per use/per hour/1 hour minimum. Fees must be paid to reserve the facility no less than a month in advance for reserved use.

Violation of use deposit of \$100 required prior to event. This fee will be refunded after satisfactory facility inspection following the event.

Facility Use Charge Due: \$_____ non-refundable (unless cancelled due to school closure or school schedule change)

STAFF

Custodian _____ Hours needed at \$35 per hour (1 hour minimum)
 Cook _____ Hours needed at \$30 per hour (1 hour minimum)
 Supervisor _____ Hours needed at \$16 per hour (1 hour minimum)

Staff fees will be billed following the event.

_____ Fees
 _____ Total Due

A 10% late fee will be charged for any outstanding balances over 30 days.



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Compliance Statement for HB 1824, Youth Sports-Head Injury Polices

_____, a private 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.

Proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death or one person and at least \$100,000 due to bodily injury or death to two or more persons must be provided prior to facility use.

Signed:

Representative of Private Non-Private Youth Sports Group

Date

*Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee. If above mentioned youth group is not in compliance throughout the season, the district will revoke the use of the facility. This form will need to be renewed on a yearly basis.

July 2009