

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

North Thurston Public Schools No. 3
305 College St NE, Lacey, WA 98516
Phone: (360) 412-4416

Name of Applicant and/or Organization _____ Phone _____ Email address _____

Name of Person in Charge _____ Phone _____ Purpose of Renting Facilities _____

Billing Address _____ City _____ State _____ Zip _____

Specific School/Building Requested _____ Facility: Cafeteria, Kitchen, Gym, Classroom, Library

DATE(S) TO BE USED	<u>Time Open</u>	<u>Time Close</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
Custodian Services _____					\$ _____
Other _____					\$ _____

Number of people anticipated _____ Will there be an admission fee, collection or funds solicited? YES _____ NO _____

RENTAL SCHEDULE FOR NORTH THURSTON PUBLIC SCHOOLS FACILITIES

HIGH SCHOOLS	A	B	C	D	E	ELEMENTARY SCHOOLS	A	B	C	D	E
Main Gym	NC	NC	34.45	58.40	97.00	Gymnasium	NC	NC	19.60	39.00	77.90
Attendance w/ or w/o fee	NC	NC	58.40	144.70	292.00	Cafeteria/ Multi-Purpose Room	NC	NC	19.60	48.65	97.10
Auxiliary Gym	NC	NC	19.60	38.70	77.90	General Classrooms (each)	NC	NC	9.95	19.60	39.00
Weight Room	NC	NC	34.25	58.40	97.10	Plashed	NC	NC	19.60	29.15	39.00
Cafeteria/Commons	NC	NC	34.25	68.25	126.60						
Kitchen*	NC	NC	20.35	39.00	77.90	DISTRICT BUILDINGS					
Media Center	NC	NC	19.60	49.30	77.90	Board Room	NC	NC	58.40	77.90	97.10
						Conference Room	NC	NC	19.60	27.50	36.80
General Classrooms (each)	NC	NC	9.95	19.60	39.00	BLC Computer Lab	NC	NC	59.00	78.55	97.20
Timberline/River Ridge Theatre	NC	NC	81.30	120.20	159.00						
Swimming Pools (Contact Lacey Parks and Recreation)											
Locker Rooms	NC	NC	19.60	32.75	55.65						
MIDDLE SCHOOLS						MIDDLE /HIGH SCHOOL TRACK AND FIELD (except Stadium)					
Main Gym	NC	NC	24.60	48.55	97.10	Track	NC	NC	29.15	48.65	97.00
Attendance w/ or w/o fee	NC	NC	39.00	97.10	194.80	Football	NC	NC	58.40	97.00	175.30
Locker Rooms	NC	NC	19.60	34.25	58.40	High Jump/ Pole Vault Pits (per day)	NC	NC	19.60	39.00	58.40
Auxiliary Gym	NC	NC	19.60	39.00	77.90	Pole Vault Pits (off season/per event)	NC	NC	157.20	176.60	196.10
Cafeteria	NC	NC	24.70	58.40	116.80	Discus/Javelin/Shot (per day)	NC	NC	19.60	39.00	58.40
Kitchen*	NC	NC	19.60	39.00	58.40	Long/Triple Jump (per day)	NC	NC	19.60	39.00	58.40
General Classrooms (each)	NC	NC	9.95	19.60	39.00						

FEES: All fees are base on an hourly rate. Wages for custodian, cooks, supervisory, technical, and other support personnel are in addition to the above fees and should be paid in accordance with the prevailing schedule and district policy. A charge shall be made for use of special equipment such as public address systems, projectors and stage equipment. All charges and fees are payable to the North Thurston Public Schools upon billing. *See #12 under CONDITIONS AND RESPONSIBILITIES on the back of this form. North Thurston Public Schools does not discriminate against persons who have a disability in any of its programs or activities. It is expected that organizations who rent District facilities will also provide programmatic access to any person with a disability who may wish to participate in their organization's activities.

Failure to advise of cancellation will result in charges for custodian time expended.

I have read and understand all CONDITIONS AND RESPONSIBILITIES and INSURANCE COVERAGES specified on the back of this agreement form. I am authorized to sign the agreement.

SCHOOL / BUILDING APPROVAL

 Name of Applicant (please PRINT)

 Building Principal's (or Designee) Signature

 Date

 Applicant's Signature

 Date

 Reviewed by

 Date

 Insurance Certificate

APPLICATION

1. The contact person submitting the application for use of NTPS facilities must be 18 years or older and will be considered the representative of the organization and will be responsible for recoverable fees/costs associated with use of district facilities.
2. District facilities may be used for open meetings subject to the policies of the district. District functions shall have priority over community requests for facility use.
3. Applications for all uses of facilities by "non-school groups" shall be submitted to the building principal who shall determine the availability of facilities desired and acquaint the applicant with the existing policies, regulations and service charges. The principal is authorized to approve a waiver of fee for applications. The Superintendent or designee possesses the authority to make the final decision on the use of school facilities by a group. Applications requiring a facility or personnel charge or a request for revenue raising activities shall be approved by both the principal and the Superintendent or designee and must be received at least seven (7) days prior to facility use.
4. A single application may be made for a series of meetings of like character.
5. The district reserves the right to cancel any permit, and refund the unearned portion of any payment made, when it deems such action is in the best interest of the district.
6. The applicant shall give at least two (2) days notice to the principal or the Superintendent or designee of any cancellation of previously scheduled facility use. In case of failure to do so, the district reserves the right to assess a cancellation fee.
7. The district reserves the right to reject any application when it believes a commercial facility would be more appropriate.
8. No use of buildings or grounds will be granted if the primary purpose is for private or commercial gain, or for advertising purposes, unless approved by the Superintendent or designee.
9. All building use permits shall expire at the close of the school year. Applications for the use of school buildings during summer, holidays or vacations must be approved by the principal prior to school closure.
10. There shall be satisfactory sponsorship and adequate adult supervision, including police and fire protection surveillance, when deemed necessary by the principal.
11. The Applicant/Organization shall not practice discrimination of any kind.

CONDITIONS AND RESPONSIBILITIES

1. Alcohol, drugs, and weapons are not allowed on district property at any time. (RCW 28A.600.010).
2. Smoking and the use of tobacco products are prohibited on NTPS property. "Tobacco Products" shall include but is not limited to cigarettes, cigars, smoking tobacco, smokeless tobacco, nicotine, electronic devices, and any other smoking equipment, material or tobacco innovation. (RCW 28A.210.310).
3. The district prohibits the use of open flames, candles, and fires of any type inside or outside the facilities.
4. Keys to buildings or facilities will not be issued to any individual or group for entering the building for meetings or social gatherings. Doors will be opened by custodians or another authorized district personnel.
5. A district employee or an adult agreeable to the district shall be present at all times when a district building is in use by any group and the employee, or agreed upon adult, will be responsible for closing and securing the building after use. A custodian is required to be in the building at all times when the use of the furnace is required.
6. The custodians on duty are in complete charge of the building and/or facilities and have authority for decisions concerning school use, except when another employee has been placed in charge.
7. All people are to be only in the area specified in the agreement for facility use.
8. All meetings shall terminate and rooms be vacated by 10 p.m. on school nights unless otherwise approved by the building supervisor.
9. Prior to leaving the building, organizations granted a waiver of fees shall be responsible to clean and put in order those areas used by them. All applicants may be held responsible for any expenses incurred by the district arising from the use of a facility. In the event of damage, each applicant agrees to pay promptly the district's statement of amount due.
10. Facilities will not be made available for any use which might result in undue damage or wear.
11. School equipment cannot be used except by special permission from the principal. No equipment or furniture shall be removed from a facility without prior approval from the building supervisor.
12. Applicants will be directed to the Director of Food and Nutrition Services for instructions on the use of kitchens and equipment. In some cases a food service employee may need to be present. Kitchens shall not be entered by a group prior to scheduled time on school days, unless prior approval is granted by the building supervisor. Rules posted in kitchens governing use by any group shall be observed.
13. Prior approval from the building supervisor will be required before decorations or other materials may be applied to walls or floors. Applicants are required to remove said decorations, materials, etc., at their own expense.
14. Gym shoes may be required for activity type games such as basketball, volleyball and badminton.
15. Applicant shall be responsible for all persons' compliance with school district's rules during applicant's use of the facilities.
16. There will be no community dances in district facilities for revenue raising purposes, except those sponsored by Parent-Teacher-Student Associations or those under the auspices of the Community Enrichment Program.
17. Games of chance and lotteries will not be allowed in district facilities. "Amusement games" as defined by state law are permitted at school – and PTA approved functions when licensed as provided by law.
18. Motor vehicles are to be parked in designated areas only.
19. No one is allowed to use district climbing walls unless the PE teacher is present to supervise.
20. An adult supervisor must be present during the time a weight room is being used.
21. Accessing the network or internet on privately owned equipment is strictly prohibited.
22. Community use of technology equipment must be scheduled with NTPS technology helpdesk prior to date of rental, call 412-4515.

INSURANCE COVERAGE

1. Applicant agrees to obtain, prior to its use of the facilities, liability insurance with minimum benefits of \$1,000,000 liability and \$100,000 property damage, together with a certificate of such insurance specifically naming North Thurston Public Schools as an insured party and acknowledging the foregoing hold harmless agreement.
2. Applicant understands and agrees that this permit may be revoked or cancelled at any time with or without cause and applicant shall have no claim or right to damages or reimbursement for any loss, damage or expense resulting from such revocation or cancellation.
3. Applicant accepts conditions and status of above-mentioned facilities. Applicant agrees that school district and school district's agent, employees and directors shall not be liable for any damage to person or property by reason of the negligent acts of applicant, its agents, employees, invitees or subcontractors. Applicant agrees to protect, indemnify for costs, legal and other expenses and hold harmless school district and its officers, employees, directors and agents from all claims, liabilities or suits arising out of injury to person or property from negligent acts of applicant, its agents, employees, invitees or subcontractors.