



**SNOHOMISH  
SCHOOL  
DISTRICT**

1601 Avenue D, Snohomish, WA 98290

Permit # \_\_\_\_\_

## Building Use Application & Agreement

Buildings & Fields (360) 563-7332

Fax (360) 563-7276

### Instructions

Please complete, sign and return this application to Melody Gillette, Melody.Gillette@sno.wednet.edu at least ten (10) business days prior to your event. Submit all documents (certificate of insurance, cardiac arrest/head injury form, and 501c3, if applicable) with application. Lack of requested documentation will result in the return of your application without processing.

Location Details			
Location			
<input type="checkbox"/> Classroom # _____	<input type="checkbox"/> Gym	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Lecture Hall (VVMS)
<input type="checkbox"/> Library	<input type="checkbox"/> Aux Gym	<input type="checkbox"/> Commons	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Kitchen (Sink only or Full Use)	<input type="checkbox"/> Elementary Field	<input type="checkbox"/> Concession Stand	<input type="checkbox"/> _____
<input type="checkbox"/> Playshed	<input type="checkbox"/> Mat/Dance Room		

Organization Information	
Group/Organization	<input type="checkbox"/> Non-Profit (attach 501c3) <input type="checkbox"/> Individuals <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agencies
Billing Address	
City, State, Zip Code	
Contact Person	Cell Phone Number
E-mail Address	Day Phone Number

Event Information (Two Hour Minimum)		
Event Name	# Youth Participants _____ % SSD Students _____ # Adult Participants _____	
Activity Date(s) Day(s) of week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday Series of Dates Begin _____ End _____	# Spectators _____ Admission/Participation Fees \$ _____ Fundraising? <input type="checkbox"/> Y <input type="checkbox"/> N	
Event Setup Time	Event Start Time	Event End Time
Special Requests (be specific; if not listed and approved the equipment will not be available at time of use.)		

Agreement		
<p>The undersigned hereby makes application to the District for use of school facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application and agrees that all Facility use Policies and Procedures of the Board of Directors and the building administrator will be followed by the participants and will reimburse the District for the use and or any damage arising from said use of the building as invoiced. In consideration for the use of District premises, the user assumes all liability for and shall indemnify, hold harmless and defend the Snohomish School District, its directors, officers, officials, employees and agents, as well as their successors and assigns, from and against all loss, damage or expense which the District sustains or incurs, and against any and all claims, demands, suits, and actions whatsoever, including expense of investigation and litigation, on account of injury to or death of persons, including without limitation employees of the District, employees of the user, any child or adult visiting or participating in any of the user's programs or on account of damage to or destruction of property, including without limitation property owned by and property in the care, custody or control of the District during the terms of this permit to the extend caused.</p>		
Contact Person Name	Signature	Date

## Building Use Procedures and Polices

**Category A:** District sponsored Events, PTA's, Snohomish School District Foundation, Booster Clubs

**Category B:** Non-profit groups serving youth with open enrollment and open participation of all ability levels. Non-profit groups serving youth who do not have open participation of all ability levels shall pay Category B1 fees.

**Category C:** Non-profit Organizations & Individual Users. If charging admission, collecting an offering or selling merchandise (other than to offset activity/meeting costs), Category D rates apply

**Category D:** Adult groups and organizations that do not qualify in the groups listed above and commercial and for profit promotional activities.

### Rental Procedures

**1. Applications:** Applications shall be made in accordance with the school year calendar, September through August and are required at least ten (10) business days in advance of requested date. Requests to use the athletic facilities shall be made on a seasonal basis to accommodate the WIAA schedule. Fall: September- November; Winter: December –February; Spring: March – May; Summer: June-August

**2. Insurance:** All users are required to provide a Certificate of Insurance for a minimum of \$1,000,000 combined single limit per occurrence. Snohomish School District must be named as an additional insured with an endorsement attached. Certain activities may require additional coverage limits.

**3. Approvals:** Applications will be reviewed based on availability after school programs have been scheduled. Should two parties request the facilities or fields for the same dates, a fair allocation may be determined by the Superintendent or designee.

**4. Changes:** Changes to a request or approved event must be made through the Business Office and will be billed to the user (first change free).

**5. Cancellations:** Cancellations require at least two (2) business days notice prior to the event. If adequate notification is not made, the user will be charged for all expenses incurred by the district. The District reserves the right to cancel or revoke at any time for good cause, without liability.

**6. Invoices:** In most cases, the user will be billed after the event in accordance with the established fee schedule. Invoices are due within 30 days of receipt. Outstanding invoices will result in denial of future requests or cancellation of on-going use. If a payment check is returned for insufficient funds, user expressly authorizes user's account to be electronically debited or bank drafted for the amount of the check plus any applicable fees.

**7. Promotional Activities:** Any promotional activities in conjunction with non-district sponsored events must clearly state that the event is not sponsored or endorsed by Snohomish School District.

### Personnel and Equipment Needs

**1. Personnel:** The user shall be responsible for all staffing fees incurred as a result of their use.

a. A District employee shall be present at all facility use functions and shall be responsible for opening and closing the building, as well as, ensuring the interests of the district during the use.

b. A custodian may be assigned to ensure the restrooms are cleaned and sanitized and that the facility is school ready after the use.

c. A food service employee shall be present whenever a kitchen facility is used. You will be billed separately for their staffing costs.

**2. Equipment & Supplies:** The district is not required to make equipment available. Limited equipment may be available for an additional fee.

a. Chairs, tables or requested equipment must be requested on the face of this document and approved by the Business Office.

b. Athletic equipment such as volleyball nets, balls, etc. are not included with rentals and must be approved by the Business Office/Principal

c. District owned supplies may not be used (other than restroom supplies).

d. Computers, internet, audiovisual and special equipment are not included with rental and must be approved by the Business Office.

### Responsibilities of the User

**1. Supervision:** The User shall assume full responsibility for the supervision of their activity, as well as the conduct of all attendees and participants. Persons will not be admitted to the facility until an adult supervisor (over 21) is on-site. Supervisor shall remain with the group throughout the entire use. The user organization must respect the authority of the district staff on-site.

**2. Damages:** The individual named on the agreement and the group in whose name the agreement is used must accept responsibility for all damaged to District property while the group is on-site.

**3. Tobacco, Alcohol, Weapons:** The use of tobacco, alcohol and weapons are not permitted on district property at any time.

**4. Set-Up:** The user is responsible for set-up of the event(s). The user may not make adjustments to heating, light or furnishings/equipment without prior approval. No decorations or application of material to the walls or floors will be allowed without permission of the building administrator. No flame of any kind is allowed inside school buildings.

**5. Clean-Up:** The user is responsible for cleanup and must leave the facility in a clean and orderly condition with all furniture in the same location it was found. An authorized employee will be responsible for sanitizing restrooms. Any clean-up expense incurred by the district will be charged to the user.

**6. Access:** Access will be granted in accordance with the time specified on the permit. All use will stop with sufficient time to vacate the building at the end time stated on the permit. Additional fees will apply for all uses exceeding their permitted schedule.

**7. Large Events:** Large events require a meeting with the District to determine the appropriate staffing, fees and facilities for the event. When large crowds are expected, it will be the responsibility of the user to notify police and fire and, when applicable, obtain any special permit necessary for the event.

**8. Live Animals:** Per Board Policy 2260, Live animals are not permitted on district grounds, or inside buildings, except for qualified service animals.

*The above is a summary of the Facilities Use Policies and Procedures, which are available online at [www.sno.wednet.edu](http://www.sno.wednet.edu)*