



**SNOHOMISH
SCHOOL
DISTRICT**

1601 Avenue D, Snohomish, WA 98290

Permit # _____

Field 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.

Requested Field		
Snohomish High School <input type="checkbox"/> Stadium <input type="checkbox"/> Baseball Field <input type="checkbox"/> Tennis Court <input type="checkbox"/> Small Turf Field <input type="checkbox"/> Rest Rooms <input type="checkbox"/> Lights On:	<input type="checkbox"/> Lower Turf Field <input type="checkbox"/> Concession Stand <input type="checkbox"/> Softball Field <input type="checkbox"/> Locker Room <input type="checkbox"/> Scoreboard <input type="checkbox"/> Off:	Glacier Peak High School <input type="checkbox"/> Main Turf Field <input type="checkbox"/> Aux Turf Field <input type="checkbox"/> Tennis Court <input type="checkbox"/> Rest Rooms <input type="checkbox"/> Lights On:
<input type="checkbox"/> Baseball Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Concession Stand <input type="checkbox"/> Scoreboard <input type="checkbox"/> Off:	<input type="checkbox"/> Baseball Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Concession Stand <input type="checkbox"/> Scoreboard <input type="checkbox"/> Off:	Valley View Middle School <input type="checkbox"/> Turf Field <input type="checkbox"/> Turf Softball Field <input type="checkbox"/> Tennis Courts Centennial Middle School <input type="checkbox"/> Turf Field <input type="checkbox"/> Softball Field

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 ____	
Activity Date(s)	# Adult Participants ____	
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	# Spectators ____	
Series of Dates Begin _____ End _____	Admission/Participation Fees \$ ____	
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 Field 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

Field 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.

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/Athletic Director.

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

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 field equipment without prior approval. No flame of any kind is allowed on school property.

5. Clean-Up: The user is responsible for clean up and must leave the facility in a clean and orderly condition. 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.

9. Fields: User shall not subject the fields to undue damage or create a hazard. Users shall leave the fields clean and in good order.

a. Markings and pre-game preparations are the user's responsibility. Field lining and markings must be pre-approved through the Athletic Director.

b. User must make arrangements through the Business Office to access outside restrooms or inside restrooms; fees will be charged in accordance with current fee schedule. District staff may be required to supervise inside restroom access and for cleanup of facilities.

c. User must follow respective procedures for fields being used.

The above is a summary of the Facilities Use Policies and Procedures, which are available online at www.sno.wednet.edu