

Mossyrock School District
Facility Use Request Process

1. Submit the listed documents to the school office:

- Completed Facility Use Permit
- Insurance certificate: written evidence of bodily injury and accident liability insurance

If the facility use is for youth sports activities, also include:

- Youth Sports Head Injury form
- Certificate of Completion of Head Injury Training

2. District personnel review and approve the facility use

_____ Building Principal
_____ Maintenance Supervisor
_____ Food Service Supervisor
_____ Superintendent
_____ Business Manager

3. District Office notifies organization/individual of approval/denial

4. If needed, key is assigned

- Key signature form and \$200 deposit required
- Background check completed prior to issuance of any keys
 - Certain criminal histories may result in denial of key access

If you have any questions, please call:

Elementary Office	360.983.3184
JH/HS Office	360.983.3183
District Office	360.983.3181



Our Vision...Success Belongs to Everyone!

Mossyrock Schools Facility Use Request

Name of Organization _____

Date of Activity _____ Hours of Use _____

School Facilities Requesting Use of _____

Type of Activity _____

Is special setup required (technology equipment, chairs, podium, computer screen, etc.)? If so, please describe. Note that charges will apply for setup/take down and equipment rental. See rates below.

If facilities are desired on a regular basis, please indicate regular meeting days & times: _____

Person Requesting Use of Facility _____ Phone _____

Address _____

Use Policies and Information

Our Schools belong to our communities, and the Board of Directors favor and encourage community use of our School Facilities. In order to fully utilize our school plants, to enable all worthwhile groups to have equal opportunity in their use and in recognition of our responsibility to the public for the care of school property, the following policies have been established. Organizations whose membership consists mainly of persons residing outside of The Mossyrock School District must receive approval for use of facilities by the Board of Directors. If approval is granted, the Board of Directors or the Board's designee shall determine the appropriate rental. This provision shall also apply to groups using the facilities for any extended length of time:

- *Request for the use of school facilities will be considered in the order in which they are received.*
- *Use of the school facilities by community groups must not interfere with the educational program*
- *Special equipment such as movie projectors, etc. may be used only if the operating personnel have been approved by the administration.*
- *School activities have priority. Once an event has been scheduled it may still be moved or canceled due to an emergency or unforeseen schedule change of any school event.*
- *When community groups find it necessary to rearrange room furnishings or use special equipment, such items are to be replaced as originally found unless other specific arrangements are agreed upon.*
- *Users will be responsible for damages they may cause to the school or its furnishings.*
- *NO smoking is permitted on the school property (buildings and grounds).*
- *Users will provide their own janitorial services or an appropriate charges will be made in addition to any rental charged.*
- *NO drinking or liquor is permitted at any time on school property.*
- *Users shall be responsible for turning off lights and any special equipment used besides securing buildings properly.*
- *When rentals are charged, rates shall be as follows for non-school, non-profit requests. For profit making activities, the following rates shall be double:*

High School Multi-Purpose Room	\$15.00
Use of the above & Kitchen Facilities	\$20.00
Use of Gymnasiums	\$25.00
Use of Hallways, etc	\$20.00
Use of single school room or Library	\$10.00
Heat on non-school room or Library	\$20.00 first hour, \$5.00 each additional hour
Technology Equipment (equipment, setup, and training)	varies
Required presence of district employee**	actual cost

**Use of certain facilities and/or having certain types of functions, as determined by the administration, will require district employees to be present. Users will be responsible for the actual cost (salary and benefits) to provide this service. In addition, actual employee time for setup, take down, or clean up will be charged to the facility user.

FACILITY LEASE AND INDEMNIFICATION AGREEMENT

This lease and indemnification agreement, (hereinafter "Agreement"), is entered into by and between, _____ (hereinafter "Lessor"), and _____, (hereinafter "Lessee") regarding the Facility described as _____. The phrase "Facility" as used hereinafter shall include the building space above described unless otherwise specifically provided.

Term of Agreement. The Agreement term shall commence on _____ at _____ (a.m./p.m.), and shall terminate on _____ at _____ (a.m./p.m.), unless sooner terminated or renewed in the manner hereinafter provided.

Rent and other charges. Lessee shall pay \$ _____ per room per night, per term above described, payable within 30 days of billing.

Return of the Property. At the time of termination of this Agreement, Lessee shall return the Facility to Lessor in as good a condition as the same was at the time Lessee took possession hereunder, reasonable wear and tear due to reasonable use and occupancy in conformance with the provisions of this Agreement excepted.

Agreement to Indemnify. Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.

Insurance. Lessee shall procure and maintain in force, **at the discretion of Lessor** without cost or expense to Lessor, on or before the commencement date of this Agreement and throughout the Agreement term or as long as Lessee remains in possession of the Facility, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the Facility with liability limits of not less than \$ _____ (Insurance through the STATE over \$1M coverage), per occurrence. Lessor shall be named as additional insured on all such policies, which policies shall in addition provide that they may not be canceled or modified for any reason without fifteen (15) days prior written notice to Lessor. Lessee shall provide Lessor with a certificate or certificates of such insurance within ten (10) days of the execution of this Agreement.

Notice. Any notice, declaration, demand or communication to be given by a party to this Agreement to the other shall be in writing and transmitted to the other party by personal service or certified U.S. mail, return receipt requested, postage fully prepaid, addressed as follows:

To Lessor: Mossyrock School District No. 206
P.O. Box 478
Mossyrock, WA 98564

To Lessee:

The mailing and certifying of any such notice as herein provided shall be sufficient service thereof. All notices given in compliance with this section shall be deemed effective two (2) business days following the deposit thereof in the U.S. mail, irrespective of the date of actual receipt of such notice by the addressee. Either party may by notice change its address for notice.

Entire Agreement. This Facility Lease and Indemnification Agreement contains the entire agreement of the parties hereto and supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. Neither Lessor nor Lessee shall be liable to the other for any representations made by any person concerning the Facility or regarding the terms of this Agreement, except to the extent that the same are expressed in this Agreement. This Agreement may be amended only by written instrument executed by Lessor and Lessee or their lawful successors and assigns subsequent to the date hereof.

Lisa Grant, Superintendent
(District Representative AND TITLE)
LESSOR

(NAME AND TITLE)
LESSEE

Agreement – The above policies, established by the Board of Directors of Mossyrock School District#206 will be fully observed and enforced by our organization with the understanding that failure to comply with the above items of policy will result in refusal by the Board for future use of school facilities by this organization.

The superintendent has final approval and authority to waive requirements. Approval of request is granted and the above dates posted to reserve these facilities.

Signature of Person Responsible for Activity

Signature of Building Principal

Signature of Maintenance/Custodial Personnel

Signature of Technology Supervisor (if technology is being used)

Signature of Superintendent

Signature of Athletic Director (if gyms and/or playing fields are being used)

Rental Amount

Signature of Food Service supervisor (if multi-purpose room/ or kitchen is being used)

Mossyrock School District
HB 1824 Youth Sports- Head Injury Policy Form

Compliance Statement for HB 1824, Youth Sports – Head Injury Policies

_____ requests the use of the _____
(Name of User) (Building or Field)

School District facilities for the following dates: _____

As a private non-profit youth sports group, I verify that all coaches, athletes, and their parents/guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2. **Attached is a copy of the certificate of completion for the training.**

Attached is a 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 of one person, or at least \$100,000 due to bodily injury or death of two or more persons.

Signed: _____
(Representative of Private Non-Private Youth Sports Group)

Phone: _____ Date: _____

List of coaches in charge of activity who have had the required training on head injuries:

<http://www.cdc.gov/HeadsUp/youthsports/training/index.html>

Link for online training course

*Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district and/or designee.