

**LAKE CHELAN SCHOOL DISTRICT 129  
FACILITIES USE FORM**

**TO BE COMPLETED BY APPLICANT:** REQUIRED SUPERVISION IS THE RESPONSIBILITY OF APPLICANT GROUP

NAME \_\_\_\_\_

PERSON APPLYING \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

PURPOSE OF FACILITY USE \_\_\_\_\_

**BUILDING/ROOMS NEEDED**

**DATE/S**

**TIME**

		_____ TO _____
		_____ TO _____
		_____ TO _____

**EQUIPMENT NEEDED**

TABLES \_\_\_\_\_ CHAIRS \_\_\_\_\_ PROJECTOR \_\_\_\_\_ SCREEN \_\_\_\_\_ COMPUTER \_\_\_\_\_

OTHER (explain) \_\_\_\_\_

**TO BE COMPLETED BY DISTRICT:**

RENTAL CHARGES: Billing and collection of exact charges will be made by the District Office after the actual use of the facility. Payment for charges related to use of facilities is due 30 days from date of invoice. If payment is not received by the due date, late fees may be charged at the rate of 18% per year (1.5% per month). Any invoice that is 90 days overdue is subject to collection action. The undersigned agrees to pay all fees associated with collection proceedings and/or legal fees required to enforce satisfaction of fees related to facilities use charges.

ESTIMATE	ACTUAL COSTS
Event Custodian _____ hr @ _____ = \$ _____	_____ hr \$ _____
Technician _____ hr @ _____ = \$ _____	_____ hr \$ _____
Food Service _____ hr @ _____ = \$ _____	_____ hr \$ _____
Facility Rental Charge \$ _____	\$ _____
Other Rental Charge \$ _____	\$ _____
Total Estimated Charges \$ _____	
Adjustments after use: (reason) _____	\$ _____
	<b>TOTAL:</b> \$ _____

**CONCUSSION TRAINING CERTIFICATION:** As a non-profit youth sports group, the signature below verifies all coaches, athletes and their parent/guardian have complied with mandated training and policies for the management of concussion and head injuries as prescribed by HB 1824, section 2.

**USER GROUP IS INSURED BY:** \_\_\_\_\_

Attached is a *Certificate of Insurance* issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$1,000,000.00 per occurrence. Please list Lake Chelan School District as a holder on the certificate.

**HOLD HARMLESS AGREEMENT:** The renter/user hereby agrees to indemnify and hold harmless the Lake Chelan School District, its appointed and elected officials and employees while acting within the scope of their duties as such, from and against all claims, demands, loss, liability of any kind and character, including costs of defense, arising out of or in any way connected with the renter/user's use of the school facilities specified in this agreement.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Facilities Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL ACTIVITIES HAVE SCHEDULING PRIORITY / REQUIRED SUPERVISION IS THE RESPONSIBILITY OF APPLICANT GROUP**

Approved copies to: \_\_\_\_\_

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**FEES PER EVENT:**

<b>FACILITY</b>	<b>CLASS 1</b>	<b>CLASS 2</b>	<b>CLASS 3</b>
<b>MIDDLE SCHOOL/HIGH SCHOOL</b>			
GYMNASIUM	\$30	\$60	\$125
CLASSROOM	\$15	\$30	\$50
KITCHEN*	\$30	\$50	\$100
COMMONS	\$30	\$50	\$100
<b>MOE ELEMENTARY</b>			
MULTIPURPOSE ROOM	\$30	\$50	\$75
CLASSROOM/S	\$15	\$30	\$50
KITCHEN*	\$30	\$50	\$50
<b>DISTRICT</b>			
COMMUNITY GYM	\$30	\$60	\$125
(UTILITY RATE FOR CITY ACTIVITIES = \$8.00 PER HOUR)			
COMMUNITY FIELD	\$30	\$60	\$100
FOOTBALL FIELD	\$30	\$60	\$100
WITH LIGHTS	\$40	\$70	\$110
LEARNING CENTER (0-60 people)	-	-	\$125 (1-4HR) \$250 (Full Day)
CONFERENCE ROOM (0-25 people)	-	-	\$75 (1-4HR) \$150 (Full Day)

PERFORMING ARTS CENTER FEES ARE SEPARATELY LISTED IN BOARD POLICY 4261.

**NON SCHOOL DAYS/NIGHTS**

Appropriate school personnel must be present at all times when facilities are in use. If such service is voluntary, no fee for that service will be assessed. Custodial fees (including supervision, if necessary) will be assessed at the rate of **\$40.00** per hour (overtime and benefits). Any exception to this must have approval from the Superintendent. If more than one area is used in a building, there will be no custodial fee charged for supervision in additional areas.

\*Food service staff must be present during use of the kitchen and a fee of **\$40.00** per hour will be charged. Any exceptions to this must be approved by the Food Service Supervisor.

CLASS 1 – Youth related / government agencies

CLASS 2 – Non-profit groups

CLASS 3 – Profit groups

*Updated 08.01.19*