

Coupeville School District
501 South Main Street, Coupeville, WA 98239

Request for Use of District Facilities – Form 4260-F1

Booked _____
Insurance _____
Billed _____
<i>Office Use Only</i>

District facilities and equipment are reserved primarily for the education of students in academic, athletic, activity, and other district/school programs. The public is encouraged to use school facilities but may be expected to pay rental fees and/or reimburse the district for custodial or other services to insure that funds intended for education are not used for other purposes.

Please complete this page, review and sign the Regulations for Use of School Facilities, **and** submit an online request (<http://coupeville.tandemcal.com>) to use Coupeville School District facilities. Requests must be made **at least two weeks** but no more than one year before the date of requested use. Please fax the completed and signed forms to: Jamie Easton at 360-678-4834 or mail or email forms to: jeaston@coupeville.k12.wa.us or deliver the form to: Jamie Easton, Coupeville School District, 501 S. Main St., Coupeville WA 98239. The online calendar will show tentative availability of facilities. School activities and district/school-sponsored events have priority over community use of facilities.

Use Fees. The district rental fee schedule is on the back of this page. The district reserves the right to identify the group designation and/or to request documentation to support your self-classification. Please do not send payment until you receive an invoice.

Request Made By:

Individual or Organization _____

Will money be collected (admission, donations, booth fee, etc.) for or at this event? ___yes ___no _____ User Group

Mailing Address _____

Individual in Charge _____

Phone _____ Email _____

Purpose of use _____

Number expected to attend/participate: _____

Date(s) requested: _____ from _____AM/PM to _____AM/PM

Date(s) requested: _____ from _____AM/PM to _____AM/PM

Please submit this form at least two weeks before the day facilities are needed.

FACILITY REQUESTED

(Maximum occupancy noted in parentheses)

Middle and High School:

- Performing Arts Center (375):
 - Lighting
 - Theater Seating
 - Table/Chair Seating
 - Entire Stage
 - Stage Apron
 - Heat off/silent at _____AM/PM
 - Green Rooms: needed = ____
- Library
- Commons (250)
- Gymnasiums*: __1 __2
 - Concession Booth
 - Locker Rooms __1 __2
- Field(s)*: _____

Elementary School:

- Multipurpose Room* (300)
 - MPR Kitchen
- Classroom: total needed = ____
- Library

Middle School:

- Classroom: total needed = ____

High School:

- Classroom: total needed = ____
- Parking Lots: total needed = ____

EQUIPMENT NEEDED

- Cafeteria Tables for _____ people
- Tables _____ total
- Chairs for _____ people
- Microphone
- Podium
- Screen
- Other _____

SERVICES NEEDED

- Catering for _____ people
- Custodial services
- PAC lighting
- Football field lights

*See item 12 on reverse

User agrees:

As the user signing this form, I agree on behalf of myself, the named organization (if any), and the individuals attending the event:

- a) that the school district and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors.
- b) to comply with all regulations in paragraphs 1-13, Page 4, in connection with events held in district facilities.
- c) to protect, indemnify for legal costs and other expenses, and hold harmless, the district and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the district.
- d) to ensure compliance with the above rules and regulations for use by all in attendance during use.
- e) to not exceed the maximum occupancy of the facility as stated on this form.
- f) to compensate the district for any damage that occurs due to user's negligence during the time the user is responsible for the facility and pay for any lost keys issued to me.

I certify that the information given in this application is current, and that I have the authority to make this application for the applicant. I further agree to reimburse the Coupeville School District for any damage arising from the applicant's use of district facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of school district facilities or equipment will be reported to school district authorities immediately at 360-678-2404.

Signature of User _____ Date Signed _____

Title/Organization _____

Facility Use Fee Schedule

The following fee schedule will apply to use of Coupeville School District facilities. Rental and additional service fees are due upon receipt of a final invoice from the district. When use is mutually beneficial to the user and the district, the superintendent may negotiate a written agreement with the user. At its discretion, the district may require a paid district event coordinator to be present during an event, depending on the size and/or complexity of the event.

Facility	Group 1*	Group 2	Group 3
Classroom, Art Room, Library, Conference Room	\$0.00	\$5/hr	\$10/hr
Multipurpose Room	\$0.00	\$10/hr	\$20/hr
MPR Kitchen **	\$0.00	\$10/hr	\$20/hr
Performing Arts Center	\$0.00	\$10/hr	\$20/hr
Commons	\$0.00	\$10/hr	\$20/hr
Gym	\$0.00	\$10/hr	\$20/hr
Gym Concession Stand	\$0.00	\$10/hr	\$20/hr
Gym Locker Rooms (1 or 2)	\$0.00	\$10/hr	\$15/hr
Fields for Athletic Use ***	\$0.00	\$0.00	\$100/hr 2 hr min.
Support Services			
Lighting for PAC	\$0.00	\$15/hr	\$15/hr
Lights for Football/Soccer Field	\$0.00	\$50/use	\$50/use
Custodian (if required)	\$30/hr	\$30/hr	\$30/hr
Catering: Contact Jeannett Wendell, 360-678-2452			

* Depending on use, a custodial fee may apply. A custodian or the district employee using the facility opens/closes facility.

** Renter must complete a walk-through with food service director Jeannett Wendell, 360-678-2452, prior to use. If used or supervised by a district employee, the employee must have a current food handler's permit and training on all kitchen equipment.

*** The district will charge Groups 2 and 3 for any damage to the field resulting from use. Groups 2 and 3 must provide portable toilets with hand sanitizing facilities.

User Group Classification

The following user groups and fee modifications have been designated by the Board of Directors:

- Group 1** Coupeville School District staff, student and school groups, and school-affiliated groups (PTA, Booster Clubs, Community Foundation for Coupeville Public Schools) and government agencies.
PLEASE NOTE:
- Custodian fees will apply to school-affiliated groups if their event occurs when a custodian is not on regularly-scheduled duty.
 - Government agencies charging admission or gaining monetary resources for an event will be charged for hours of use OR a maximum of 8 hours per day, at the group 2 rate, with the following modifications:
 - Classroom, art room, library, conference room fees will be \$5/hr for one room; \$10/hr collectively for 2-10 rooms; \$15/hr collectively for 11 or more rooms on the same campus.
 - If both the PAC and Commons are scheduled for an event, a combined \$15/hr fee will be charged.
- Group 2** Nonprofit groups and organizations. **PLEASE NOTE:**
- Groups or organizations charging admission or gaining monetary resources for an event will be charged for hours of use OR a maximum of 8 hours per day, at the group 2 rate, with the following modifications:
 - Classroom, art room, library, conference room fees will be \$10/hr for one room; \$15/hr collectively for 2-10 rooms; \$20/hr collectively for 11 or more rooms on the same campus.
 - If both the PAC and Commons are scheduled for an event, a combined \$30/hr fee will be charged.
- Group 3** Commercial enterprises, profit-making organizations, and business-related enterprises.

Regulations for Use of School Facilities

1. User groups are identified on the following page. In every instance of facility use, either a district custodian or district employee must be on campus during use and is responsible for unlocking doors and for securing the facility after use.
2. Use of kitchen facilities:
 - The elementary school multipurpose room kitchen includes industrial-use appliances. User must complete a walk-through with food service director Jeannett Wendell, 360-678-2452 prior to use. If used or supervised by a district employee, the employee must have a current food handler permit and training on all kitchen equipment. Please bring all cooking, serving, and cleaning supplies with you.
 - The middle and high school commons kitchen is not available for public use. Note that users may contract with the district's food service provider for catering. Contact food service director Jeannett Wendell, 360-678-2452.
 - The gymnasium concession stand includes a sink. Please bring all serving and cleaning supplies with you.
3. Permission must be obtained before decorations or other materials are applied to walls or floors. The cost to repair surfaces damaged by application of decorations or materials will be charged to the user.
4. Food and beverages are not allowed in carpeted areas, classrooms, gyms (except gym foyer), or the stage or theater seating section of the performing arts center.
5. Gym shoes with non-marring soles are required for all activities held in the gymnasiums to protect the floors.
6. User is expected to remove all items brought into the facility prior to leaving. The area should be left in the same condition in which it was found, with trash deposited in the containers provided.
7. User may only use the facilities requested. Restrooms will be available, except for field use (restroom access may be requested or user will be required to provide portable toilets).
8. Classroom chairs and tables may be placed as needed by the user, but must be returned to their original locations.
9. Smoking, tobacco use, presence or consumption of alcoholic beverages, marijuana, or illicit drugs, profane language, betting/gambling, and weapons are not allowed on school property, including outdoor areas and parking areas.
10. For most instances of facility use, a custodian or the district employee responsible for the event will be available to open and close the facility. (If a key must be issued by the district, the key may be obtained at the district office, 501 South Main Street, Coupeville during regular office hours. **A \$50 key deposit will be required, to be refunded upon return of the key. A \$125 fee will be charged if the key is not returned within one week following the event.**)
11. In accordance with Chapter 28A.335 RCW, individuals and nonprofit groups are required to provide proof of bodily injury coverage of no less than \$50,000 per person/occurrence and no less than \$100,000 aggregate. For-profit businesses or organizations are required to provide proof of general liability coverage of no less than \$1 million per occurrence. Coupeville School District must be named as additionally insured on said policy. Coverage cannot be cancelled or reduced without thirty (30) day's advance written notice to the district.
12. Private, non-profit youth groups, by signing this form, verify that all coaches, athletes, and their parent/guardian **have complied** with Washington State HB 1824, section 2, for the management of concussions and head injuries.
13. The district provides equal educational opportunity and treatment in all programs and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sexual orientation (gender expression or identity), marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district provides the Boy Scouts of America, and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society, equal access to school facilities.