

La Center School District No. 101
725 Highland Road / PO Box 1840
La Center, WA 98629
Phone: 360-263-2131 / Fax: 360-263-1140

Agreement for Use of School Facilities

The following conditions and regulations shall apply to any Use of School Facilities:

- A District Agreement for Use of School Facilities form needs to be filled out completely before any request(s) can be considered for approval.
- The school district has 48 hours before approving/denying your requested date(s). This is to determine if facilities requested are available.
- School District activities will take precedence in scheduling over community activities. The school district reserves the right to cancel your requested date(s) if a school activity needs to use that date/time/location. We will try our best to avoid this situation and if it does occur we will reschedule with you at your earliest convenience.
- All groups will need to provide Certificate of Liability Insurance or go through La Center Community Education to be covered under their insurance.
- Payment of any fees or charges is to be made ahead of time, unless specific arrangements are made.
- Any group or individuals using the facilities accepts responsibility for any fines or fees, assessed to the district, or damages done to district property as a result of their use of the facilities, and shall reimburse the district for any such fines, fees, or damages.
- The applicant agrees to clean and restore the area used to its original condition, unless other arrangements have been made and agreed to ahead of time.
- The steam cabinets are not available for use.
- Only the facilities requested on this agreement will be used by the applicant.
- The use of/or possession of tobacco, alcohol, illegal drugs, or firearms are not permitted at any time on school grounds.
- Applicants accept responsibility for the strict enforcement of these regulations.
- The School District reserves the right to cancel, at any time, the event listed on this agreement.
- Applicants agree to protect and indemnify the district, its officers, directors, and agents from any and all claims, suits, legal fees, and other liabilities relating to or arising from acts or omissions of such groups or individuals in connection with the use of said school facilities.
- Applicants agree to notify the district, immediately, if they find any area of the facility and/or equipment in disrepair, or left in any way which may result in injury to persons or additional damage to the facility.

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Applicant's Name / Group: _____ Today's Date: _____

Date(s) Requested: _____ End Date (if event is re-occurring): _____

Campus Requested: _____ District Office _____ High School _____ K-8 Campus

Area or Specific Space Requested:

- | | | |
|-----------------------------|----------------------------------|-----------------------------|
| _____ DO Conference Room | _____ HS Football Practice Field | _____ K-8 Cafeteria |
| _____ ES ASK Room | _____ HS Gym | _____ K-8 Community Kitchen |
| _____ ES Classroom | _____ HS Library | _____ K-8 Computer Lab |
| _____ ES Gym | _____ HS Parking Lot | _____ K-8 Entry Way |
| _____ HS Band Room | _____ HS Portable | _____ K-8 Football Field |
| _____ HS Baseball Field | _____ HS Soccer Practice Field | _____ K-8 Library |
| _____ HS Challenge Course | _____ HS Softball Field | _____ K-8 Play Shed |
| _____ HS Classroom | _____ HS Stage | _____ K-8 Softball Field |
| _____ HS Commons | _____ HS Track | _____ MS Classroom |
| _____ HS Conference Room | _____ HS Weight Room | _____ MS Conference Room |
| _____ HS Concession Kitchen | | _____ MS Gym |

_____ Other, specify: _____

Time Start: _____ Time End: _____ Set-up Time (If Needed): _____ Breakdown Time (If Needed): _____

Description of event to take place:

Approximate number of people attending: _____

Is event open to public? Yes No

Does your organization hold non-profit status? Yes No If yes, proof is required.

Is this a revenue generating event? Yes No

If you are requesting use of a field, would you like to be notified of any chemical spraying that is scheduled for that field during your requested time? Yes No

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Contact Person: _____ Email Address: _____

Home Phone: _____ Alternate Phone: _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

I, _____ have read, agree to, and have the authority from the requesting group to agree to all of the terms and conditions specified in this agreement and by so doing verify that all information given is accurate and correct.

For Office Use Only

	<u>Fee Amount</u>	<u>Account Code</u>			
<i>Comm. Ed. Fee (building access/supervision)</i>	_____	<u>8681-21</u>			
<i>Field Maintenance Fee (per Athletic Director)</i>	_____	<u>9701-29-062</u>			
<i>Custodial Fee (\$25 per hour)</i>	_____	<u>9701-29-063</u>			
<i>Key Deposit Fee</i>	_____	<u>9700-27</u>			
<i>Other Fees/Deposits</i>	_____	<u>9700-27</u>			
<i>Rental Fee (per Board approved schedule)</i>	_____	<u>9700-27</u>			
<i>Total Fees</i> _____	<input type="checkbox"/> <i>Paid in Full</i>	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: center;"><u>Cash</u> <input type="checkbox"/></td> <td style="text-align: center;"><u>Check</u> <input type="checkbox"/></td> <td style="text-align: center;"><u>Check #</u> _____</td> </tr> </table>	<u>Cash</u> <input type="checkbox"/>	<u>Check</u> <input type="checkbox"/>	<u>Check #</u> _____
<u>Cash</u> <input type="checkbox"/>	<u>Check</u> <input type="checkbox"/>	<u>Check #</u> _____			

Departments whom have been notified of event: _____ *Date Notified:* _____

- | | | |
|-------------------------------------|------------------------------------|-----------------------------------|
| _____ <i>ASK</i> | _____ <i>Elementary Office</i> | _____ <i>K-8 Cafeteria</i> |
| _____ <i>Athletic Director</i> | _____ <i>High School Cafeteria</i> | _____ <i>K-8 Library</i> |
| _____ <i>Community Education</i> | _____ <i>High School Library</i> | _____ <i>Middle School Office</i> |
| _____ <i>Custodians/Maintenance</i> | _____ <i>High School Office</i> | |

Approved By: _____ *Denied By:* _____ *Date:* _____
Reason Denied: _____

Entered onto web calendar: _____