

## APPLICATION PROCEDURE

1. The applicant is encouraged to contact the school's administrative offices to check the availability of space.
2. Applications for the use of facilities may be obtained at the Olympia School District (OSD) Facilities Use Office located in Room 300, Knox Administration Center, 1113 Legion Way SE, Olympia, Washington, 98501; phone (360) 596-8560.
3. Complete a Facility Use Application Form and Supplemental Form (when applicable). Provide all of the requested information to avoid possible delays in processing your application. Provide a copy of the certificate of insurance (if required). Applications submitted without a certificate when one is required will not be approved.
4. Applications shall be submitted to the District Facilities Office at least seven (7) days prior to the requested use.
5. The OSD shall verify the availability of the facilities desired and make arrangements with the building administration and custodial staff. If necessary, the OSD will acquaint the applicant with the Board policy, rules and regulations, and rental charges.
6. If the application is consistent with Board policy and the space requested is available, the OSD will approve the application. Copies will be sent to the school's administrative office, the building custodian, filed at the Facilities Use Office, and returned to the applicant. A copy of an approved application shall be the applicant's permit for use.
7. Following the receipt of an approved application, the applicant is encouraged to contact the school secretary to verify that the event has been posted on the school use calendar.

**Multiple Uses:** A single application may be made for a series of meetings of like character located at the same school; however, separate applications must be submitted for each building requested for use.

**Cancellation:** The applicant shall give at least twenty-four (24) hours notice to the Facilities Use Office of any cancellation of previously scheduled facility use. In case of failure to do so, the District may charge for any expenses incurred.

**Permits (if necessary):** Applicants are responsible for obtaining any required permits and for satisfying all city, county, state and federal codes and regulations associated with the proposed activities.

**Appeals:** The OSD possesses the authority to make the final decision on the use of school facilities and the appropriate charges. However, the applicant may appeal such decision to the Superintendent.

## RULES & REGULATIONS

1. Unless otherwise noted, District or school organization functions and activities shall have priority over other requests for use of facilities, regardless of prior approvals or the date of application.
2. The District reserves the right to refuse any application or cancel a previously authorized use permit and refund the unearned portion of any payment made when it deems such action is in the best interest of the District. This may include an applicant or user group's failure to pay fees from a previous facility rental, or pay for expenses incurred by the District arising from a previous use.
3. Sponsoring organizations shall have sufficient, competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time a use permit is granted.
4. All people are to be in the area specified in the agreement for facility use. Users failing to comply may have their permit terminated.
5. The purpose of the use must be as stated on the application; deviation shall be considered a breach of contract and may result in the permit being terminated.
6. Organizations granted a waiver of fees shall be responsible to fully restore those areas used by them before leaving the building.
7. All applicants may be held responsible for any expenses incurred by the District arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay the District's statement for the amounts due. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required.
8. Invoices for facility use shall be paid, in full, within ninety (90) days of invoice statement.
9. Facilities will not be made available for any use which might result in undue hazards, undue wear, or result in damage to District property.
10. The use of tobacco products, possession of weapons, alcoholic beverages and other narcotics are prohibited in school buildings and on school grounds.
11. Boisterous conduct, betting, or other forms of gambling are prohibited in school buildings and on school grounds.
12. The building custodian or other authorized District employee must be in the building when a District facility is in use by any non-district group. The custodian shall remain in the building during the entire event and will be responsible for cleaning and securing the building after the use. Keys to the buildings or facilities will not be issued to any non-district individual or group.
13. The use of decorations or the application of material to walls or floors shall be at the discretion of the Facilities Use office and the school Principal.
14. All uses shall end and spaced be vacated by 10:00 p.m. on weekdays during the school year, unless approved beforehand.
15. School equipment (projectors, screens, televisions, VCRs, sound systems, etc.) cannot be used by any non-district group. Use of school computers, gymnasium scoreboards and shot clocks, must be approved by the school Principal and Facilities Use office.
16. The use of school kitchens and food services equipment will be limited to school-related activities only unless otherwise approved by the Supervisor of Food Services and the Facilities Use office. Kitchen equipment will be operated by Food Services personnel only.
17. The District shall have the right to monitor all user events and may require termination of any event that does not comply with District guidelines or is contrary to the law.

## INSURANCE AND INDEMNIFICATION REQUIREMENTS

Upon receipt of a complete application for use of School Facilities, the Facility Use Supervisor, in his or her sole discretion and in consultation with the District's insurance provider, will determine whether the proposed use constitutes a Class I or Class II Risk for purposes of insurance and indemnification. The Facility Use Supervisor may request additional information from the applicant in order to make this determination.

- A. Class I Risk. Applicants with proposed uses designated as Class I Risks shall be required to execute the indemnification/hold harmless agreement in the Supplemental Form and may be required to maintain commercial general liability insurance and/or other insurance.
- B. Class II Risk. Applicants with proposed uses designated as Class II Risks shall be required to execute the indemnification/hold harmless agreement in the Supplemental Form and provide commercial general liability insurance naming the District as "additional insured." Commercial general liability insurance shall cover all activities with a single combined limit of not less than \$1,000,000. All commercial uses will be designated as Class II Risks.