

APPLICATION TO USE SCHOOL FACILITIES

(Contact school for schedule availability before completing this application. Please e-mail completed applications to facilities@osd.wednet.edu, fax (360-596-8561) or mail completed applications to address indicated above)

NAME OF ORGANIZATION		DATE	
NAME OF APPLICANT		NAME OF AUTHORIZED REPRESENTATIVE	E-MAIL
ADDRESS OF REPRESENTATIVE		DAYTIME PHONE	
Street: _____			
City _____ State _____ ZIP _____		EVENING PHONE	
SCHOOL BUILDING / FACILITY	DATES (LIST INDIVIDUALLY) DAY OF WEEK / DATE	TIME From (Time In) _____ a.m./p.m.	AGE OF USERS _____
SPACE REQUESTED		To (Time Out) _____ a.m./p.m.	OPEN TO PUBLIC? YES NO ADMISSION FEE? YES NO NUMBER ATTENDING _____
DESCRIPTION OF ACTIVITY			*Special Room or Technology Arrangements:

TERMS FOR USE OF ABOVE NOTED FACILITY: I hereby certify, on behalf of my organization, that I shall be personally and fully responsible for any damage or unnecessary abuse of school buildings, grounds, or equipment growing out of occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of the Olympia School District governing the non-school use of buildings, grounds, and equipment as printed on second page of this form. We hereby agree to hold Olympia School District harmless for any claims arising on the premises at the time of our occupancy of same or arising out of the event held by us. We further agree that the organization will not discriminate against any person on the basis of sex in the operation, conduct or administration of athletic programs for youth or adults.

AUTHORIZED REPRESENTATIVE APPROVAL
 I AGREE TO TERMS, PROCEDURES, RULES, REGULATIONS AND INSURANCE REQUIREMENTS AS INDICATED

APPROVAL OF BUILDING ADMINISTRATOR/SECRETARY
 APPROVED
 NOT APPROVED

FACILITY USE SUPERVISOR REVIEW
 APPROVED
 NOT APPROVED

FOR DISTRICT USE ONLY
 RENTAL FEE \$ _____ ESTIMATED CUSTODIAL FEE \$ _____
Custodial Costs: \$35/hour when applicable
Additional costs for personnel will be charged when facilities are requested for weekends, holidays, or past 2:30 p.m. on weekdays during winter, midwinter, spring, and summer breaks. A minimum 4-hour charge will be assessed for weekend and holiday use.
 ENERGY FEE \$ _____
 If school facilities are used during non-school days in November, December, January, or February there will be a \$7.50 /hr. energy surcharge fee.
SPECIAL INSTRUCTIONS: _____

FACILITY	Rental Charge Per Hour			FACILITY	Rental Charge Per Hour		
	I	II	III		I	II	III
ELEMENTARY SCHOOLS				KNOX CENTER			
Gym - Recreational	\$19.00	\$37.00	\$74.00	Board Room	\$55.00	\$74.00	\$92.00
Multi-Purpose Room	19.00	46.00	92.00	Meeting Rooms	19.00	28.00	37.00
MIDDLE SCHOOLS				Auditorium	21.00	36.00	63.00
Main Gym - Recreational	23.00	46.00	92.00	SPECIAL USES			
Main Gym - with attendance	37.00	92.00	184.00	Youth Day Cares			
Auxiliary Gym	19.00	37.00	74.00	All Day	50/day		
Multi-Purpose Room/Cafeteria	23.00	55.00	110.00	Before/After School	\$6/hr.		
HIGH SCHOOLS				Youth Activity Camps	100/day		
Main Gym - Recreational	32.00	55.00	92.00	Tracks	28.00	28.00	92.00
Main Gym - with attendance	55.00	137.00	276.00	Tennis Courts	13.00	13.00	34.00
Auxiliary Gym	19.00	37.00	74.00	Play Sheds	19.00	19.00	37.00
Gym Mezzanine	14.00	25.00	58.00				
Cafeteria Commons	32.00	64.00	119.00				
CHS Auditorium	77.00	113.00	150.00				
ALL SCHOOLS							
Locker Rooms	19.00	31.00	53.00				
Library, LRC	13.00	25.00	58.00				
Classroom, Other Rooms	9.00	19.00	37.00				

Level I (Recovery Costs) - Use by local non-profit and public service organizations when such organizations charge an admission fee or tuition for participation to the proposed facility use, or the use is not open to the public. This classification may also apply to local youth daycares; private schools; educational groups such as schools of dance, music, or other instruction; public universities and colleges

Level II (Modified Commercial Rate) - Use by non-local, non-profit and public service organizations. Non-local use includes those groups which do not serve the local community directly or do not have a majority of their members/participants residing in the District. This classification may also apply to non-local, private educational groups, private universities and colleges.

Level III (Commercial Rate) - Use by profit-making organizations, individuals or groups engaged in business enterprises.

Note: Invoice will be mailed to you after facility use has taken place.