

Applicant's Procedure for Facility Use Application

- Print application online or obtain an application on-site.
- Fill out the Application and Permit for Use of School Facilities form.
 - User/Group Name and address
 - School Requested
 - Responsible party's name and address
 - Email address
 - Room(s) requested
 - Starting and ending dates. A new form is required for each quarter (see top left corner of form).
 - Starting and ending times
 - Heat requested after 5:00PM (**ELEMENTARY SITES ONLY**)
 - Purpose of facility use
- Sign and date.
- Read Community Use Applicant's Responsibilities. Print and sign.
- A Certificate of Insurance, reflecting \$1,000,000 worth of general liability for state-certified, non-profit organizations and \$5,000,000 minimum for all other groups that are operated for a profit, needs to be attached to the facility use application if you don't already have one on file. The expiration date on the insurance certificate must cover all dates of use. **The Kent School District must be named as "additional insured" on the policy and certificate.**
- Submit application to the school requested at least 10 days prior to use. Must be done in person.
- Building Principal approves or disapproves building use based on building availability and/or appropriate use. If approved, the Principal then signs the application.
- The school will forward all of the paperwork to the Athletics/Activities Department at the District Office (253-373-7613).
- If the use is chargeable, an estimate is made and attached to the form.
- Director of Athletics/Activities, then approves and disapproves use, based on Kent School District policies and procedures, and signs the form.
- The applicant will receive a copy with the estimate along with the cancellation policy via email, if provided. Otherwise, paperwork will be sent in the mail.
- The Kent School District Accounting Department compiles all necessary paperwork (custodian time sheets, etc.) and then bills the applicant.



District Facility Use # _____

Kent School District No. 415 APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

PLEASE SUBMIT QUARTERLY
FALL (Sep-Nov) Aug 1 **SPRING** (Mar-May) Feb 1
WINTER (Dec-Feb) Nov 1 **SUMMER** (Jun-Aug) May 1

DATE OF APPLICATION _____
Application **with insurance** must be submitted at least 10 days prior to use for the application to be considered. **Applications submitted without insurance will not be accepted.**

NOTICE: NO RIGHT TO USE FACILITY UNTIL SIGNED APPROVAL OF THIS APPLICATION IS RECEIVED BY APPLICANT!

User/Group Name _____ Responsible Person _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Telephone _____ Telephone _____

School Requested _____ Email _____

- Auditorium Cafeteria Kitchen Area Stoves/Oven Classroom Multipurpose Room
- Soccer Field Football Field Baseball Field Softball Field Main Gym Auxiliary Gym
- Other (Specify) _____ Equipment Needed: _____

Number of Persons Expected: Adult _____ Youth _____ Total Attendance _____

Elementary Sites Only: Heat requested after 5:00 PM? (*Fee to be applied*) Yes No

Dates(s) Requested _____ Day(s) of the Week _____

Room _____ Time (Please include Setup/Cleanup Time): From _____ To _____ am/pm Total Hours Day _____

Room _____ Time (Please include Setup/Cleanup Time): From _____ To _____ am/pm Total Hours Day _____

Room _____ Time (Please include Setup/Cleanup Time): From _____ To _____ am/pm Total Hours Day _____

What is the nature/purpose of the facility use? _____

Admission (if any) Child \$ _____ Adult \$ _____ Other \$ _____ How much anticipated net? _____

Agreement & Insurance:

The above referenced Group/Organization hereby makes application to Kent School District No. 415 for the use of school facilities as described above. The undersigned representative makes this application on behalf of the Group/Organization and certifies that the information given in this application is true and correct. The applicant agrees to strictly observe and enforce all rules and regulations of the Kent School District, the principal of the school in which the facilities are requested, as well as those enumerated in the Community Use Applicant's Responsibility form attached hereto. The applicant further agrees that the applicant and the responsible officers or representatives of the applicant Group/Organization must, as a condition to this request, sign the attached indemnity agreement prior to final approval.

The Kent School District does not maintain insurance that will respond to claims against the applicant arising out of the use of the facilities by the Applicant, its members, or those attending the event. The applying Group/Organization is required to be covered by comprehensive general liability insurance. The applicant is responsible for obtaining said insurance and, at the time this application is presented, must also present satisfactory proof that such a policy is or will be issued to cover the proposed use if this request is approved. **The application will not be approved until satisfactory evidence of insurance naming Kent School District as additional insured is presented in a face amount of not less than \$1,000,000 for state-certified, non-profit organizations and \$5,000,000 minimum for all other groups that are operated for a profit.**

Date _____ By _____

(BELOW – TO BE COMPLETED BY SCHOOL SECRETARY, ASB SECRETARY OR DISTRICT OFFICE SECRETARY)

Budget # must be assigned for all chargeable In-District applications.

General Fund: _____ ASB Budget Number _____

Rental Fees & Miscellaneous Charges (*To be determined by District Office*)

Approved – No Charge _____
*Designee Signature _____ Date _____

Approved With Charges *Principal's designee – acceptance of responsibility, security and cleanup in lieu of a custodian

*ESTIMATED TOTAL \$ _____ In District Event _____ Out of District Event _____

*Please see attached Estimated Expense Worksheet.

Disapproved Reason: _____

Principal's Signature _____

Date _____

District – Athletics/Activities Director _____

Date _____

Insurance _____

KENT SCHOOL DISTRICT
Community Use Applicant's Responsibilities

1. **Timing:** An application for use of Kent School District buildings or grounds must be made on school district forms at least 10 calendar days prior to the beginning date of the intended use. All applications must include the name, home address, home and work phone numbers, and e-mail of the person(s) who will be responsible for sponsorship, supervision and security of the facility.
2. **Approval:** Applicant must receive an approved copy of the application and permit prior to usage.
3. **Insurance:** Applicant and the responsible representative(s) of the applicant organization must submit a Certificate of Insurance naming Kent School District as additional insured with the application. Applicant must exercise the proper care in the use of the school premises.
4. **Use:** It is the Applicant's responsibility to state on the application, in detail, the intended use of the facility.
5. **Payment:** Applicant must have prior use invoices paid in full before a new application will be considered.
6. **Damage:** Application for a school facility shall constitute acceptance by the Applicant of the responsibility for any damage done as a result of its use of school facilities. In the event damages occur, Applicant shall accept the Business Manager's estimate as to the cost to repair the damage.
7. **Gym Shoes:** Applicant group must wear appropriate shoes for activities for the duration of the activity.
8. **Supervision:** Applicant must provide satisfactory adult supervision of all activities for the duration of the activity.
9. **Conduct:** Boisterous conduct, profane or improper language, use of alcoholic beverages, and other objectionable practices will not be allowed and must be controlled by the using organization. Smoking will not be permitted in or on any school district property per Policy 4215. Alcoholic beverages, illegal drugs and narcotics are prohibited for possession or consumption on school premises and school grounds.
10. **Clean-up:** Before leaving the building or grounds all groups will pick up, clean, and put in order the facility used by them for their activity. The District reserves the right to assess charges against the Applicant for cost incurred in restoring facility to its original state if the Applicant fails to do so.
11. **Cancellation:** Applicant will notify both the Building Administrator and the District Athletics/Activities Department of any cancellation of previously scheduled facilities in ample time to plan according. In case of failure to do so, the District may bill for expenses incurred in preparation for use of the facilities requested.
12. **Inappropriate Use:** Applications will be disapproved for any use which, in the judgment of the Business Manager or Athletic/Activities Director may be contrary to the best interest of the schools or the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided. This shall include proper police and fire protection where necessary.
13. **School Representative:** A member of the District's custodial staff, or designee(s) approved by the Principal must be present whenever community activities take place within a building.
14. **Cancellation-Modification:** The District reserves the right to cancel any permit given and to refund any payment made for the use of school buildings or grounds where it deems such action advisable and for the best interests of the District, or to modify its policies at any time.
15. **Certification:** By signature of its representative below, Applicant certifies that it has read the application and attachments, understands the responsibilities contained herein and agrees to comply with and abide by the commitments set forth herein.
16. **Indemnification:** The undersigned representative(s) do hereby agree to indemnify and hold harmless Kent School District from any and all claims which may hereafter arise out of the activities involved with the use of School District property, per this application, which indemnity includes the duty to defend the School District against any such claims, or pay the cost of all reasonable attorney fees incurred by the School District if the School District deems it necessary that the School District provides its own defense.

User/Group Name: _____

Representative's Signature: _____ Date: _____