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TAHOLAH SCHOOL DISTRICT

#77 PO BOX 249

Taholah WA 98587

1. Schedule use must be set with Superintendent and must not conflict with scheduled school activity
2. Facility will be cleaned after each use. If cleaning does not meet with school approval, the user agrees, to pay for necessary cleaning by school staff at hourly custodial rates, at a minimum of \$35.00 per hour; School will send an invoice.
3. No school materials or supplies are to be used unless previously arranged with the Superintendent and the user agrees to reimburse the district at cost for all materials and supplies so approved to be used.
4. The user agrees that all items of school equipment, which may be used, will be well cared for, and any lost or misplaced items will be paid for.
5. Any damages, which occur during use, shall be replaced and/or repaired by the user.
6. No keys will be checked out. Activities must be scheduled during hours that school staff is working. Additional charges will be made to cover the cost of school employees who must work overtime to open and secure the facilities.
7. No alcoholic beverages or controlled substances are to be used on the premises.
8. It is hereby agreed that the District will be removed from any and all liability during the use of the facilities by the undersigned.
9. The renter agrees to indemnify and hold harmless Taholah School District #77 and its appointed and elected officials and employees while acting within the scope of their duties and such, from and against all claims, demands, loss, or liability of any kind and character, including costs of defense, arising out of or in any way connected with the renter's use of the school facilities specified in this agreement.

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10. Failure to meet with any of the above terms may mean denial of any future use.

11. If the time requested is during non-regular scheduled custodial hours, users will be responsible to pay any overtime costs.

This form should be signed and returned to Taholah School District Business Office, Taholah School District #77, prior to any use by renter of the school facilities covered by this agreement.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
User

\_\_\_\_\_  
Date

TAHOLAH SCHOOL  
FACILITIES  
Request Form

1. Sponsoring Organization Name:

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Organization type - check one

- Youth Oriented (category II)  
 Non-Profit, Local (Category III)  
 Non-Profit, not local (Category IV)  
 Profit (Category V)

2. Space Requesting

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n  
Classroom (specify)

Cafeteria/Kitchen  
Other (specify)

TAHOLAH SCHOOL  
FACILITIES  
Request Form

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3. Please provide a brief description of activity:

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4. Please list dates and times you are requesting:

Date(s)	Time (to and from)
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

5. Supervisor - list the adults from your organization responsible for supervising the activity

Name	Contact info
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

TAHOLAH SCHOOL  
FACILITIES  
Request Form

6. Equipment request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TV Monitor  
Sound System (P.A.)  
DVD,  
Cassett  
e  
Player,  
etc.  
Projecto  
r  
Screen  
Microph  
ones,  
etc.

7. Fee schedule:

Gym Use Only:	\$35
Concession Stand	\$25
Cafeteria	\$25
Classrooms	\$15 ea.
Equipment use	\$10 ea.

BUILDING USE

CATEGORY I District-sponsored activities. School teams and organizations shall have first priority for the use of all school facilities. No Charge.

CATEGORY II Youth-oriented groups such as the Boy Scouts, Girl Scouts, 4- H, Cub Scouts, etc., shall have second priority for the use of school facilities. Rental fee may be charged for utilities and/or custodial services.

CATEGORY III Non profit local groups such as the Lions, Senio} Citizens, and Veterans, etc., may use facilities when available as per schedule.

CATEGORY IV Other non-profit groups not listed above shall negotiate for the use of facilities. The number using a facility, arrangements that must be made, and equipment used are some items to be considered in the use of facilities.

CATEGORY V Those profit-making organizations or individuals who want to use school facilities, whose livelihood will be gained from such, will be charged according to the fee schedule.

1. There shall be no public dances held in the school facilities nor on the school premises.
2. All facilities shall be scheduled through the Building Principal and approved through the Superintendent.
3. Fee schedule for facility use will be used to cover the cost of utilities.
4. The renter must clean facilities after the event or the renter will be billed for the District's costs.
5. Renters are liable for damage to all facilities and damage OR loss of any equipment.
6. No smoking in the facilities.

7. No food or drink in the gym.
8. Sweep gym floor after every game.
9. The Superintendent has the authority to charge the renter a \$100.00 damage deposit.

Date Approved for Use: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

I have received a copy of the Facilities Use Agreement and agree to abide by its stipulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Cost to Organization: Facility	
Use Fee	_____
Refundable Equipment Fee	_____
Damage Deposit - Optional	_____
Total:	_____

Prior to Activity:  
Fees Paid By \_\_\_\_\_  
Date Received \_\_\_\_\_

After Activity:  
Amount Refunded \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_