



Adna School District #226
PO Box 118, Adna WA, 98522
360-748-0362 ph. ~ 360-748-9217 fx.

FACILITIES USE APPLICATION

Group making request: _____ Today's Date: _____

Name of person/agent requesting: _____

Address: _____ Phone numbers: _____

In the event the person named above cannot be reached, please list an alternative

Name: _____ Phone number: _____

FACILITY REQUEST: facility use fee schedule on page 3

SITE:

Middle/High

- Library
- Commons
- Gymnasium
- Batting Cage
- Athletic Field
- Baseball Field
- Classroom _____

Elementary

- Library
 - Multi-purpose Room
 - Field
 - Classroom _____
- District**
- Board Room
 - Other _____

Date(s) requested _____ Hours (duration): _____

Purpose of use: _____

Equipment and special services requested: _____

Person in charge of supervision: _____

Address: _____ Phone numbers: _____

Maintenance/Clean-up: The user is responsible for insuring that the facility and equipment/supplies are returned to the original condition/location. Non-Community groups will **only** be allowed **Option B**. **Check One** of two options (**Option B** will be enforced if **Option A** is selected and unsatisfactorily completed).

- A.** User agrees to personally clean area and restore to original condition.
- B.** User chooses to contract with the school district for a fee to do the cleaning and restoration.

**ADNA SCHOOL DISTRICT NO. 226
FACILITIES USE AGREEMENT**

Prior to any use of school facilities the group or individual requesting facilities owned by the Adna School District must agree to the following rules and regulations. Please, sign and return this agreement to the office at the site you are requesting.

Facility Use Regulations:

1. Payment of any service charge shall be made in advance unless prior arrangements have been made.
2. There is to be NO FOOD allowed except in designated areas.
3. Alcoholic beverages, tobacco, and illegal drugs are NOT allowed on school property at any time. Groups or individuals using school facilities accept responsibility for enforcement of this rule.
4. Renter is responsible to the Board of Directors for supervision, use and care of school property, and that the character and nature of the activity will comply with school board regulations.
5. Applicants (The User) shall have in force at all times a public liability insurance policy on file with the school district prior to use.
6. Any group or individuals using the facilities accept responsibility for any damage done to district property and shall reimburse the district for such damage.
7. When no service is requested and approved, the group or individuals agree to clean the facilities and restore the equipment, furniture, and supplies to its original arrangement.
8. Only the facilities listed in the application will be used by the applicant's group.
9. The district reserves the right to cancel, upon short notice, any meeting or activity being held on district property.
10. School district sponsored activities, including curricular and co-curricular functions retain first priority in use of facilities.
10. Under normal circumstances the district does not issue keys. However, in the event a key is issued the school district reserves the right to require a deposit to be paid in advance. Further, the user is now informed that if a key is lost while in the possession of the requestee and the district finds it necessary for purposes of security to rekey other locks that said key opened, the requestee (user) will be responsible for the cost of all locks rekeyed.

Hold Harmless Clause:

The User agrees to indemnify and hold harmless Adna School District No. 226, 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 facility specified in this agreement.

I understand all rules and regulations (additional copies available upon request) and hereby agree to abide by said terms of this agreement.

Signature of Applicant

Date

**ADNA SCHOOL DISTRICT NO. 226
FACILITIES USE APPROVAL & FEE SCHEDULE**

School District Use Only

Application: Confirmed Denied

Reason for denial: _____

FEES FOR USE OF FACILITY: (To be completed by Adna School District)

\$ _____ Basic Rental (includes utilities)	\$ _____ Equipment
\$ _____ Supervisor Time	\$ _____ Deposit (room, (equipment, key...)
\$ _____ Custodial Time	\$ _____ Other
	\$ _____ TOTAL

Payment due prior to facility use Insurance certificate required Concussion form required
 Keys for requested facilities (There will be a charge for lost keys equal to the cost of securing the facility).

Special Conditions: _____

Signature of School Official _____ Date _____

FEE SCHEDULE FOR FACILITY USE

Adna School/Community Groups: Groups that exist for the sole purpose of benefiting the students of the Adna School District. (Example – Booster Club, PTO, Adna Scholarship Foundation.....)

No Fee: Unless the activity requires (or a request is made) specific services/supplies. If this is the case, the fee will equal the amount of the specific services/supplies.

Adna Community Service Groups: Groups that exist within the district boundaries and provide community or special service to the area. (Example – Adna Lions Club)

Community Members (family reunions, receptions,.....), Non-Community Profit/Non-Profit Groups: Community Members requesting facilities must reside in the school district.

Fee: **Gym, Batting Cage, Kitchen, Commons, and Other Rooms** **Custodian and/or Supervisor fees may not be waived for Non-Community Profit/Non-Profit Groups.

Damage/Clean Up/Key Deposit		\$50.00
Utility Usage	per hour/room	\$ 4.00
Custodian	per hour/room	\$25.00
Supervisor	per hour/room	\$25.00

Fees for Facilities and Equipment not included in this schedule will be determined by the building supervisor and approved by the superintendent.