



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

The Adna School District complies with all state/federal rules and regulations and does not discriminate in any programs or activities on the basis of, sex, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer, Section 504/ADA Coordinator and/or Compliance Coordinator for State Law. P.O. Box 118, Adna, WA. 98522 (360) 748-0362.

