



Application for Use of School Facilities - Keep this form with you.

Non-refundable \$5.00 processing fee due with application.

**Washougal School District
Washougal Community Education & Recreation (WCER)**
4855 Evergreen Way
Washougal WA 98671
360.954.3040 (Phone)
360.954-3099 (FAX)

By my signature, I have read and accept the responsibility for all WSD Terms and Conditions:

Print Name _____

Signature of Organization Representative _____

Address _____

Telephone _____ Message phone _____

City/State _____ Zip _____

Date _____

Terms and Conditions: *(continue on back of document)*

- The user must agree to protect, indemnify, and hold harmless Washougal School District, its employees, directors, agents, or assignees from all claims, liabilities, damages or rights of action directly or indirectly resulting from the use of school facilities.
- Property will be left in the same condition as found. Users are responsible for reporting damage and/or adverse conditions.
- The user will pay for repair of damages and/or cleaning time including removal of trash.

Pursuant to WSD policy #4260 _____ Organization's Name enters into an agreement with the WSD

for use of _____ on (Circle day/s) M T W Th F S Sun
Building Room/Field

Start Date _____ End Date _____ Open Time _____ Close Time _____
Open Door Time Lock-up Time

Participant # _____ Describe use and special requirements: _____

Allow 10 days for processing

Office use: Category (circle): A B C Insurance Required

Approved By: CE Technician	Date: _____	Posted to Calcium <input type="checkbox"/>
Processing Fee: \$5.00	Name: _____	Hire Date: _____ Sonitrol <input type="checkbox"/>
Rental Fee Total: \$ _____ hrs @ \$ _____	Damage Deposit Total: \$ _____	(If required)
Custodial Fee Total: \$ _____ hrs @ \$ _____ Custodial time is estimated. If more time is needed for the event, the user will be billed.	Comments:	
Supervisor Fee Total: \$ _____ hrs @ \$ _____	Total Fees: \$ (Prepayment required)	
Other Fees Total: \$ List: _____	Date Fee Paid:	Receipt # _____ Check # _____ Cash <input type="checkbox"/> \$ _____

Terms and conditions (excerpts from Policy 4260 & 4260P)

Facility users must comply with all applicable State and Federal laws, City and County ordinances, School District administrative directives, policies and rental agreement conditions. All measures necessary to insure the safe, healthy and lawful conduct of the activities, including, but not limited to crowd control measures, and fire and police protection, shall be undertaken and financed by the rental agreement.

Adult leaders of organizations using District facilities shall remain with their groups in designated areas throughout their meetings and/or activities and are responsible to the community education director, building administrator, and/or Superintendent.

Specific Restrictions - Use of the District facilities/property, equipment, and services shall be restricted to those spaces and times set forth in the facility use agreement.

- a) School district equipment shall not be used or moved except by prior agreement and under the supervision of district authorized persons. Those items will be replaced at the end of the activity.
- b) Outdoor sports and activities (baseball, softball, soccer, etc) and equipment designed for use in conjunction with outdoor activities will be restricted to outdoor areas.
- c) Use of tobacco, alcohol, and/or illegal drugs is prohibited on school district property.
- d) Weapons, as defined by District policy, are prohibited on school district property except by duly sworn, active law enforcement officers.
- e) Fire and safety regulations of the District, Clark County and/or Skamania County, and the State of Washington shall be observed at all times. Maximum occupancy limits shall be enforced.
- f) Decorations shall not be attached to facilities without permission and oversight. Balloons are prohibited in certain areas. Candles may not be lighted.
- g) Behavior expectations for non-school hours are the same as for school hours.

Cancellation - Approval of "Application for Use of School Facilities" shall not be considered by the applicant as a lease and the District reserves the right to cancel or revoke any use agreement at any time when it deems such action advisable and in the best interest of the Washougal School District.

Insurance - The user may be required to provide a certificate of insurance by an insurer naming the District as an additional named insured. Coverage shall, also, be drawn in favor of nearby property when required. Certificates/policies indicating coverage shall be submitted not less than ten (10) days prior to the scheduled use.