

West Valley School District #208 Application for Use of School Facilities

Instructions: Please Print – Application must be complete and signed or it will not be processed.

FACILITY REQUESTED: (Circle One) Ahtanum; Apple Valley; Cottonwood; Mountainview; Summitview; Wide Hollow; High School; Freshman Campus; Junior High; Middle School

Team Name: _____

Name of Association/Organization: _____ Insurance Certificate on File with District (I.E. AAU, GYGSA, CYO, Boy/Girl Scouts, PTSA, WVSD) ___ Yes ___ No ___ Attached

Contact Person: _____

Daytime Phone #1: _____

Mailing Address: _____

Daytime Phone #2: _____

Email Address: _____

Circle All That Apply

For Kitchen Use – Contact Child Nutrition Office @ 972-6040 for Information/Availability.

Building Facility: Auditorium (JH) (HS) Cafeteria/Multi-Purpose Room Classroom(s)# _____, _____, _____

Gym Library Parking Lot Other _____

Fields: Baseball Football Softball Soccer Other _____

District: Athletic Game Athletic Practice Conference/Meeting/Seminar Performance Other _____

Public: Athletic Game Athletic Practice Conference/Meeting/Seminar Performance Other _____

Describe Event/Activity/Purpose: _____

Check Only One

For a Single Meeting Monday Tuesday Wednesday Thursday Friday Saturday Sunday _____, _____ 20____
(Day) (Month)

For a Series of Weekly Meetings Monday Tuesday Wednesday Thursday Friday Saturday Sunday

For a Series of Monthly Meetings First Week Second Week Third Week Fourth Week Circle Day of Week – M; T; W; Th; F; S; S;

Date of First Meeting: _____

Date of Last Meeting: _____

Time Duration - From _____ A.M./P.M. To _____ A.M./P.M. Time Main Doors to be Open _____ A.M./P.M.

I have read and understand the hold harmless agreement (located on reverse side of this form), conditions, requirements, and fees (According to WVSD Policy 4260P – 4000 Community Relations, Page 3 & 4) that apply to my use of West Valley School District facilities. Sporting Event Sign up Dates do not apply to other events held in District Facilities. This application may be revoked, for appropriate cause, at any time by the District.

Signature of Applicant: _____ **Date of Application:** _____

<u>WVSD USE ONLY</u>	
Facilities Use Coordinator Signature: _____	Date: _____
Facilities Director Signature: _____	Date: _____
District Rental Fee: _____	Technician Fee: _____ Page 1
Certificate of Insurance Expiration Date _____	HVAC _____ Applicant Copy Sent _____ 08.27.10

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CUSTODIAN Check All That Apply

- Custodian Requested to open/close doors during "Normal School Day". – No Fee
- Custodian Requested to open/close doors when School is Closed, Holiday, or Weekend – Fee
- Custodian Requested to clean facilities when School is Closed, Holiday, or Weekend – Fee
- Custodial Cart (Cleaning Supplies) User responsible for all clean-up

Note: All Facility Users are responsible for the following:

1. Adult supervision at all times at buildings or on fields.
2. Clean up prior to leaving the building or field.
3. Making arrangements with Building Principal or Athletic Director for equipment.
4. Report incidents, accidents, etc. to Custodian, Sub Custodian, Principal, Athletic Director or Facilities Director

Note: Custodians or other District personnel are not responsible for supervising events being held. Nor are they responsible for cleaning up after a user unless the user has requested the service for which they will be charged a fee. (See WVSD Policy 4260P)

JUNIOR HIGH AUDITORIUM - EQUIPMENT – TECHNICIAN Check All That Apply

- Light/Sound Technician – Required when Using Jr. Hi. A/V Room – Fee
Technician Hired - _____

Note: Details of this request are the sole responsibility of the Renter and the Junior High Facilities Coordinator.

- Microphone – No Fee
- Projection Screen – No Fee

OTHER EQUIPMENT REQUESTS Check All That Apply

- Chairs
- Nets
- Overhead Projectors
- Scoring Devices
- Tables
- Other _____

Note: Facility User is responsible for making arrangements with the Building Facility Coordinator/Principal or Athletic Director for all other equipment requests.

APPLICATION PRIORITY Circle All That Apply

Applicant: School Function WVSD Staff WVSD Parent WVSD Patron Out of District

Participants*: Involves 50% or more WVSD Students Involves less than 50% WVSD Students

Involves 50% or more WVSD Adults Involves less than 50% WVSD Adults

Involves 50% or more WVSD Staff Involves Registrants not from WVSD

(*Rosters must be furnished upon request)

Hold Harmless Agreement

The renter agrees that he/she will be responsible to the Board of Directors of West Valley School District #208 for the use and care of the property, that the character of the activity will conform with that stated above, and that the rules and regulations concerning the use of school facilities will be observed.

The renter agrees to indemnify and hold harmless, the West Valley School District #208, and the district's appointed and elected officials and employees while acting within the scope of their duties, 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.

**FIREARMS, TOBACCO, ALCOHOL, AND/OR ILLEGAL SUBSTANCE USE IS
PROHIBITED ON WEST VALLEY SCHOOL DISTRICT #208 PROPERTY**

West Valley School District No. 208
Use of School Facilities
Rules & Regulations – Schedule of Charges for Facilities/Field Use

Renter/User: Please take time to read the following rules and regulations regarding the use of West Valley School District facilities.

CONDITIONS

1. District facilities may be used for open meetings subject to the policies of the West Valley School District. District functions shall have priority over community requests for facility use.
2. A single application may be made for a series of meetings of the same organization. Facilities used shall be limited to people specified on the approved application. Facilities will not be made available for any use, which might result in undue damage or wear.
3. The District reserves the right to cancel any facility use permission when it deems such action is in the best interest of the District. Refunds will be made of any unused portion of payment.
4. The District reserves the right to reject any application when it believes it would be more appropriate for a commercial facility to be used.
5. Cancellations: The renter shall give the principal of the building and the District Facilities Office at least two (2) days notice of any cancellation of previously scheduled facility use. Failure to do so may result in the District assessing a fee.
6. **Sport Sign-up Dates: All applications for use of school facilities for sporting events will be accepted no earlier than 10:00 a.m. on the following dates:**
 - The Third Thursday in August (For September through December Sporting Event)
 - The First Thursday in December (For January through March sporting Event Use)
 - The Third Thursday in February (For April through June Sporting Event Use)
 - The Fourth Thursday in May (For June through August Sporting Event Use)

Groups with 50% or more participants who are West Valley School District residents will be given priority over groups who have a majority of participants residing outside the District. Date and time of application for Sporting Events will be a factor in scheduling use of District Facilities. All sporting event facility use forms will terminate at the end of each sport-season.

7. The School Facility Coordinator is responsible for scheduling the space and time of an event.
8. Sign up dates for all other events are not subject to the above sporting event sign up dates.
9. Facility Use Forms are required for all school activities (events or meetings) held prior to or after normal student hours.
10. All facility use requests must be submitted to the District Facilities Office for final approval by the Facilities Director **no less than ten days prior to the scheduled event.**
11. Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

REQUIREMENTS

1. **Clean Up Required:** Renters/Users are responsible for cleaning and putting areas used back in order prior to leaving the building. The custodian or school employee on duty does not do the cleanup unless the user has requested the service for which they will be charged a fee. Custodians are there solely to unlock spaces, provide equipment that was prearranged to be used by the group, and to generally oversee the facility.
2. **Damage:** All renters will be held responsible for any expense incurred by the District arising from the use of the facility. In the event of damage, it is expected that the renter agrees to pay the District's statement of amount due promptly.
3. **Decorations or Other Materials:** With prior approval from the building principal, decorations may be applied to walls or floor (tape or string only – no nails or screws) Renters are required to remove, at their expense, all decorations, materials, equipment, furnishing, or rubbish left after use of the facilities.
4. **Furniture and Equipment:** Special audio-visual equipment at the Junior High Auditorium will require hiring a District technician. Equipment requests, not covered in the fee schedule, may be assessed a fee or deposit by the building principal. Only District personnel can remove school furniture or equipment from school buildings.
5. **Gym Shoes:** Are required to be used in any District gymnasium.
6. **Kitchen Use:** Child Nutrition Staff are required to be on site when kitchen use is requested. Contact Child Nutrition Department @972-6040 for fee information and staff availability.

West Valley School District No. 208
Use of School Facilities
Rules & Regulations – Schedule of Charges for Facilities/Field Use

REQUIREMENTS
(CONTINUED)

7. **Facility/Field Use:** Any facility/field use may require a custodian to ensure that the facility/field is clean and ready to go for school at the end of the schedule activity.
8. **Liability Insurance Coverage:** Minimum \$1,000,000.00 coverage required. West Valley School District #208 to be named Certificate Holder on Certificate of Liability Insurance.
Certificates of Insurance are required by the District for the following entities:
 - For Profit Groups
 - Government Agencies
 - Non-Profit Groups
 - Private Citizens
 - School Districts (Involves only those Districts that are requesting use of District facilities for a function or activity that is not a function/activity hosted by the WVSD.)
9. **Non-Profit Status:** Copy of Renter's Current 501 C for Non-profit status must be attached to the completed facility use form.
10. **Supervision Required:** Satisfactory sponsorship and adequate adult supervision is a requirement. The renter or person named on the form shall supervise the groups or members at all times during the use of the facility. When appropriate the District may require the Renter/User to provide police and fire protection during an event.

RESTRICTIONS

1. **Games of chance and lotteries** are not allowed in school facilities. "Amusement games," as defined by state law, are permitted at school and PTA approved functions when licensed as required by law.
2. **No smoking**, alcohol, illegal substances, possession of firearms or unauthorized food in school facilities is allowed.

FEES

An appropriate fee will be charged to renters for use of District facilities in accordance with WVSD No. 208 Board Policy 4260. Additional charges may be assessed for facility use beyond the regular weekday work hours. Extra clean up needs discovered after events will be billed in accordance with the Schedule of Charges for Facility/Field Use below.

All fees (custodian or technician) will be invoiced by the Central Administrative Offices and shall be paid directly to the Central Administration Office. The only exception to this is Kitchen Fees, which are invoiced directly by the WVSD Child Nutrition Department.

SCHEDULE OF CHARGES FOR FACILITY/FIELD USE

<i>CATEGORY</i>	REGULAR DAY RATE	SCHOOL CLOSED, HOLIDAY, OR WEEKEND RATE
SCHOOL SPONSORED ALL FACILITIES	NONE	NONE
NON-PROFIT GROUPS (Child/Govt. Groups) ELEMENTARY SCHOOL FACILITY	NONE	4 Hours or Less \$62.00 Each Additional 4 Hours (Utilities Only) *\$12.00
NON-PROFIT GROUPS (Child/Govt. Groups) SECONDARY SCHOOL FACILITY	NONE	4 Hour or Less \$74.00 Each Additional 4 Hours (Utilities Only) *\$24.00
FOR-PROFIT GROUPS ELEMENTARY & SECONDARY FACILITIES	\$25.00/HOUR	\$50.00/HOUR

* A \$25.00 per hour fee will be charged for any additional Custodial time required.

WEST VALLEY SCHOOL DISTRICT #208-YAKIMA
LYSTEDT LAW CONCUSSION EDUCATION/COMPLIANCE REQUIREMENTS
FOR ALL YOUTH SPORTS GROUP

The Zachery Lystedt Law (HB1824), was signed into law on May 14, 2009 (amending RCW 4.24.660 and adding a new section to chapter 28A.600 RCW). It requires, as of July 26, 2009, that additional steps be taken regarding concussions in school athletic programs and private non-profit youth athletic programs using school district facilities.

This bill requires training and documentation which schools must adhere to. This pertains to private non-profit youth sports groups using school district facilities as well as school teams. As of July 26, 2009 all school AND non-profit youth athletic coaches, players, and their parents/guardians must meet these minimum requirements:

1. All coaches must be trained on the symptoms and risks of concussions and head injuries, including return-to-play protocol.
2. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and their parent(s)/guardian(s) prior to the first practice, without which they may not participate.
3. All athletes suspected of suffering a concussion or brain injury will be removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner, Physicians Assistants, and *Certified & Licensed* Athletic Trainers).
4. All private non-profit youth sports groups using school facilities shall:
 - a. Provide schools with written proof of insurance covering their youth athletes with limits required by the law {The West School District requires a minimum of \$1,000,000.00 coverage with the West Valley School District #208 to be named Certificate Holder on Certificate of Liability Insurance} and,
 - b. All coaches, players and parents of private non-profit youth teams shall have similar training yearly as outlined for school coaches, players, and parents prior to the start of any practice and,
 - c. The private, non-profit youth sports groups shall submit this statement of compliance along with their proof of insurance coverage prior to receiving access to school facilities.

WEST VALLEY SCHOOL DISTRICT

Compliance Statement for LYSTEDT LAW (RCW 4.24.660/chapter 28A.600 RCW).
Youth Sports-Head Injury Policies

This page must be on file in the Facilities Department Office (ANNUALLY) or accompany the WVSD Application for Use of School Facilities. Access to school facilities will not be granted until this page is returned and requirements of this application are complete and approved by the WVSD Facilities Department.

_____, a private non-profit sports organization, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by the Lystedt Law (RCW 4.24.660/chapter 28A.600 RCW).

Proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State is on file with the West Valley School District of not less than one million dollars (\$1,000,000).

Signed:

Representative of Private Non-Profit Organization
2010-11

Position with organization

Date signed