Facilities Use Agreement

STANWOOD-CAMANO SCHOOL DISTRICT NO. 401
Administration & Resource Center
26920 Pioneer Hwy, Stanwood, WA 98292
Phone: 360/629-1226 Fax: 360/629-1242

Organization: _____

Contact Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell Phone:** _____

E-mail address: _____

School: _____

Room(s) **(please use the room name from fee schedule 4260F1-B):**

_____

_____

Equipment: _____

_____

_____

Group I II III IV (please circle) **Check Day of Week**

Time & Dates **M T W TH F S SU**

Dates:_____ **Hours: From**_____**To**_____

Dates:_____ **Hours: From**_____**To**_____

Dates:_____ **Hours: From**_____**To**_____

Please see attached for rental group definitions (4260F1-A) and fee schedule (4260F1-B).

By signing below you agree to the terms and conditions listed on the back. Failure to comply with facility use rules or policies may result in the revocation of the facilities use agreement and/or denial of the future use of school facilities.

_____ _____
Signature Date

Office Use Only
School/Location Approval_____ Date_____

Terms and Conditions

The parties agree to the terms, conditions and charges set forth in this document.

1) Stanwood-Camano School District shall:

a) Furnish light, heat, air conditioning and water if available, at its sole discretion, deem necessary for the purpose of users.
b) Reserve the right to cancel this agreement or event if it is found that the facility is needed for school use.
c) Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when, in their opinion, the purpose or purposes for which the premises herein described are being used, or intended to be used, shall be obnoxious or harmful to the best interests of the Stanwood-Camano School District.
d) Reserve the right to require additional staff, custodians, security officers or equipment operators depending on the type of event at the expense of the renter.
e) Will not assume responsibility for any equipment or materials left in facility by user.
f) The district will annually increase the custodial extra hours fee based upon actual salary and benefit cost increases for custodians.
g) The district reserves the right to determine the most appropriate facility for the event.
h) Invoice applicant for all rental, utility, and staff fees and/or damages within sixty days of rental.

2) The User shall:

a) Indemnify and hold Stanwood-Camano School District; its agents, servants and employees; harmless from all liability for any injury or damage which occurs on any property or in any facility made available to the User by the Stanwood-Camano School District pursuant to this agreement and which occurs during the course of any program or activity sponsored by the User. The User is under no obligation to indemnify and hold the Stanwood-Camano School District harmless for liability for any negligence on the part of the Stanwood-Camano School District. The User's promise to indemnify and hold harmless also includes an obligation to assume full responsibility and expense of investigation, litigation, judgment, and /or settlement of any complaint, claim or legal action.
b) Furnish a Certificate of Insurance with accident and liability insurance of at least $1,000,000.00.
c) Obtain at the User's own cost and expense any and all licenses or permits required by law or ordinance.
d) Take the premises as they are at the time of the event. No removal of or change to Stanwood-Camano School District property shall be made without the prior consent of the School Principal and shall be removed and the property returned to its original condition.
e) Remove from the premises within twenty-four (24) hours following the final use, all equipment and material owned by the User. Anything not removed within this time frame will be subject to storage and/or disposal fees.
f) Have all deliveries of equipment and materials made with the prior consent of the School Principal.
g) Prohibit the use of intoxicating beverages, smoking, harmful drugs, or gambling devices of any kind.
h) Forbid the use or storage on any part of the school district property any flammable or explosive substance or any items prohibited by law or ordinances of fire insurance.
i) Remit payment within 30 days of invoice. Pay all expenses related to this event including additional charges incurred due the extension of the event.
j) Remit all payments, insurance documentation and the Facility Use Agreement 14 days prior to the scheduled event. Failure to have all documentation completed 14 days prior to the event will result in the cancellation of the event date.
k) The user shall pay a minimum of one (1) hour to open and one (1) hour to close if personnel are required, actual charges will be billed.
l) All groups or organizations using district facilities must provide adequate adult supervision (age 21 or over).
m) The group or organization using the district facilities is responsible for the conduct of all persons in attendance.

3) The Following Regulations Shall Be Followed:

a) Smoking or alcoholic beverages shall not be allowed in/on any district premises.
b) School district equipment and supplies shall not be removed from any district property.
c) Facilities are unavailable when school is not in session.
d) Requests to use gymnasiums and athletic facilities will be made on a seasonal basis (i.e., fall, winter, spring, etc), not to exceed 4 consecutive months (16 weeks), after WIAA and other school activities are scheduled. Any space remaining after the seasonal scheduling meeting will be awarded on a first-come basis.
e) The district also reserves the right to cancel or revoke any facility use permit at any time for good cause. In the event of such cancellation or revocation, there shall be no claim or rights to damage or compensation on account of any loss, damage, or expense whatsoever endured by the applicant as a result of such cancellation.
f) Priority shall be given to Group I followed by Group II users.
g) Animals, except seeing-eye dogs, are not allowed on district grounds and play fields.
h) Use that subjects the grounds to undue damage or wear or which creates a hazard or unreasonable restriction of use by others will not be allowed. Continued use of a field by an organization will be dependent of said organization leaving a field clean and in good order when they have completed the activity.
i) All markings and pre-game preparations will be the responsibility of the organization scheduled for use. Field lining and marking must be pre-approved by the school's athletic office.
j) The use of baseball diamonds, track, or other athletic fields for golf practice, flying motorized airplanes, operating vehicles, skateboards, motorized scooters or exercising animals is prohibited.
k) The district is NOT required to make district-owned computers, audiovisual, technical, or other special equipment available. In the event that the use of such equipment is authorized, the user must comply with all district requirements relative to providing a knowledgeable district approved operator present. Any damage to the equipment will be repaired at the user's cost. A district approved operator/technician may be assigned at the discretion of the district and the cost will be charged to the user.

STANWOOD-CAMANO SCHOOL DISTRICT
RENTAL GROUPS

Group I - District Sponsored Events and School Partner Non-Profit Groups - District sponsored events occurring outside the normal school day and non-profit groups partnered with the Stanwood-Camano School District whose purpose is to support the mission of the Stanwood-Camano School District, i.e., PTA's, Booster Clubs, and Patrons of Academic Learning (PALS), no facility fee shall be charged. Under certain circumstances involving significant use of utilities (such as weekends), excessive clean-up, or extensive use of the stadium lighting as determined by the district, the district reserves the right to assess fees according to the established fees.

Group II - Non-Profit Groups Serving Youth, Non-Profit Organizations Conducting Community Education or Community Service and Public Entities – Non-profit groups serving youth must have open enrollment and open participation of all ability levels with at least 80% of the youth living within the boundaries of Stanwood-Camano School District, i.e. scouting organizations, 4H groups, SCJAA, recreational soccer leagues, recreational little leagues, etc.

Special events (beyond regular league play) charging donations, entry fees, admission fees, etc. may be charged Group III user fees at the discretion of the District. This does not apply to the sale of concessions.

Group III – Select Non-Profit Groups Serving Youth, Non-Profit Organizations, and Individual Users – Non-profit groups serving youth who do not have open participation of all ability levels with at least 80% of the youth living within the boundaries of the Stanwood-Camano School District, i.e. AAU, SWISH, select soccer clubs, etc. and all other non-profit and individual user groups, i.e., churches, craft shows, meeting space, adult sports, etc.

Group IV – Commercial or For-Profit Organizations – Includes all commercial and/or for-profit promotional activities i.e., daycares.

When 100% of profits go back to the school district Group I rates will apply.

INSURANCE REQUIREMENTS

Stanwood-Camano School District Policy #4260 Use of School Facilities, requires that all applicants for use of school district facilities maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than $500,000 due to bodily injury or death of one person or at least $1,000,000 due to bodily injury or death of two or more persons in any incident. Proof of such insurance in the form of an Additional Insured Certificate is required before the Facilities Use Agreement can be approved.

An Additional Insured Certificate naming Stanwood-Camano School District No. 401 as an additional insured can be obtained through your insurance provider. If you are an individual applying for use of district facilities, you can obtain the necessary certificate through your homeowner's insurance provider.

Please include the Additional Insured Certificate with you completed Facilities Use Agreement.

STANWOOD-CAMANO SCHOOL DISTRICT
FEE SCHEDULE

Facility	Group I	Group II	Group III	Group IV
ELEMENTARY				
Gym/Cafeteria	NC	$20/use	$30/use	$60/hr
Classrooms	NC	$12/use	$20/use	$30/use
Covered Play Area	NC	$12/use	$20/use	$30/use
Library	NC	$24/use	$30/use	$40/use
Kitchen	NC+FS	$25/hr+FS	$35/hr+FS	$60/hr+FS
MIDDLE SCHOOL				
Main Gym	NC	$24/use	$40/use	$70/hr
West Gym	NC	$20/use	$30/use	$60/hr
Classrooms	NC	$12/use	$20/use	$30/use
Library	NC	$24/use	$30/use	$40/use
Cafeteria/Commons	NC	$20/use	$40/use	$60/hr
Kitchen	NC+FS	$35/hr+FS	$45/hr+FS	$70/hr+FS
HIGH SCHOOL				
Main Gym (131)	NC	$30/use	$45/use	$75/hr
Mezzanine Gym	NC	$20/use	$30/use	$60/hr
Classrooms	NC	$12/use	$20/use	$30/use
Library	NC	$48/use	$60/use	$80/use
Cafeteria/Commons (94)	NC	$20/use	$40/use	$60/hr
Kitchen (227)	NC+FS	$35/hr+FS	$45/hr+FS	$70/hr+FS
Indoor Batting Cages	NC+Utility	$15/hr	$20/hr	$150/hr
Outdoor Batting Cages	NC+Utility	NC+Utility	NC+Utility	NC+Utility
HS Stadium - By special permission only	NC	Negotiated	Negotiated	Negotiated
Concession Stand (food handler permit req.)	NC	$20/use	$30/use	$40/use
Press Box	NC	$20/use	$30/use	$40/use
PA System	NC	$20/use	$30/use	$40/use
Scoreboard	NC	$20/use	$30/use	$40/use
Ticket Booth	NC	$20/use	$30/use	$40/use
Hurdles	NC	$20/use	$30/use	$40/use
Markers	NC	$20/use	$30/use	$40/use
Tennis Courts	NC	NC	NC	$15/day/court
Performing Arts Center (500)	$10/hr	$35/hr	$40/hr	$70/hr
Rehersals	NC	$20/hr	$20/hr	$20/hr
Auditorium	NC	$15/hr	$20/hr	$30/hr
Lighting/Sound Technicians	$15/hr			
Event Manager	$30/hr			
Student Assistants	$7.50/hr			
Energy Rate (weekday before 9 pm rate / weekend rate)	NC	$5/hr / $7/hr	$5/hr / $7/hr	$10/hr
Custodial & Food Service Fee	$30/hr with 2 hr minimum			$30/hr w/3 hr min

Seasonal Field & Gym Use

Group II (Recreational Sports) - $100 per site per season for gyms & fields
Group III (Adult & Select Sports) - $110 per team per season per building max 6hrs/week for gyms & fields

Tournament Rate (fields & gyms)

Local Teams - Middle School - $300+Custodial Fee, High School - $450+Custodial Fee
Out of Area Teams - Middle School - $500+Custodial Fee, High School - $650+Custodial Fee

Fees subject to change each year

STANWOOD-CAMANO SCHOOL DISTRICT #401

STATEMENT OF CONCUSSION
AND
HEAD INJURY COMPLIANCE

The undersigned office of _____, a non-profit Organization; hereby acknowledges that the organization has reviewed Engrossed House Bill 1824 which has been codified in RCW 4.24.660 and RCW 28A.600 relating to management of concussions and head injuries in youth sports. The undersigned further agrees to comply with the rules identified in the bill as follows:

1. An annual concussion and head injury information sheet shall be signed by the athlete and parent/guardian and kept on file by the non-profit organization. If an athlete plays for multiple organizations, an information sheet shall be filled out for each organization.
2. Athletes with a suspected head injury or concussion shall be removed from play at that time.
3. An athlete who has been removed from play shall not return to play until he/she has been evaluated and released by a licensed healthcare provider.

_____ _____
Signature Date

_____ _____
Printed Name Title

_____
Name of Organization