

Napavine School District No. 14

TELEPHONE (360) 262-3303 • FAX (360) 262-9737
P.O. Box 840
Napavine, WA 98565-0840

Application and Agreement For Use of School Facilities **MUST BE ACCOMPANIED BY A CERTIFICATE OF INSURANCE**

Requesting Group: _____ Date: _____

Type of Meeting/Name of Course: _____

Approximate number attending: _____ Is the meeting open to the public? _____ Is there any admittance Charge?

If so, what is the charge? _____

Responsible Adult in charge _____ Telephone _____

Address _____

School Desired (please circle): **ELEMENTARY** **MIDDLE SCHOOL** **HIGH SCHOOL**

Which facility is needed: _____ **Gym, Library, Multipurpose, Classroom, Kitchen, Commons, Weight Room, Field, Batting Cages**

Date(s) Desired: _____ Time _____ to _____

The above application for use of school facilities is approved subject to the following regulations:

1. Payment of any service charge shall be made in advance unless prior arrangements have been made with the business office.
2. Any group of individuals using the facilities accept responsibility for any damage done to district property and shall reimburse the district for any such damage.
3. When no service charge is made, the group or individuals agree to clean the facilities, empty garbage, clean floor and restore the equipment/furniture to its original arrangement. **A fee will be charged if district staff is required to clean the facility.**
4. **When finished, groups/individuals using facilities will verify that the area used is locked and secured.**
5. Only the facilities listed in the application will be used by the applicant's group.
6. Tobacco product and alcohol use is not permitted on school property. Groups/individuals using school facilities accept responsibility for enforcement of this restriction.
7. The District reserves the right to cancel or modify, upon short notice, any meeting, activity, or event in any District facility.
8. Groups/ individuals using school facilities agree to protect and indemnify for costs, legal and other expenses the District, its officers, directors, and agents, from all claims, liabilities, or suits relating to or arising from acts or omissions of such groups/individuals in connection with the use of any such school facilities.
9. Groups/ individuals using school facilities for athletics agree to obtain, at least annually, a signed concussion and head injury information fact sheet from each youth athlete and the athlete's parent and/or guardian prior to the youth athlete initiating practice or competition.

Gym Use

1. No street shoes or tennis shoes that have been worn outside on gym floor.
2. No hanging on or decreasing the height of rims.
3. Floor must be swept after use.

Service Charge: _____ Audio Visual: _____ Special Instructions _____
Rental Cost: _____ Damage Dep: _____
Custodial: _____ Other: _____

Approving Administrator

Signature of Applicant

Key Number _____
Keys to be returned _____ **the day following the activity**