

**APPLICATION FOR PERMIT TO USE DISTRICT:**

**\*Please check one**  ASD USE ONLY  SCHOOL USE  
 FACILITIES  FIELD/STADIUM  GYMS

Permit Number \_\_\_\_\_ Auburn School District No. 408  
 Auburn, Washington 98002

Facility Requested \_\_\_\_\_ Specific facilities requested (Specify: room #, which field, etc.) \_\_\_\_\_ *\*Only those facilities/items requested will be available*

Purpose \_\_\_\_\_ Tax exempt/non-profit organization?  Yes  No

Name of person or organization using facility \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact person \_\_\_\_\_ Email address \_\_\_\_\_ Phone \_\_\_\_\_

**Date(s)** *\*Specify from/to & which days* \_\_\_\_\_ Time: Event starts \_\_\_\_\_ ends \_\_\_\_\_ What time do you need to be in building? \_\_\_\_\_

Will there be an admission or donation taken?  Yes  No Amount \$ \_\_\_\_\_

**Special/Equipment Requests:** \_\_\_\_\_

**Charges**

Building \$ \_\_\_\_\_  
 Custodian \$ \_\_\_\_\_  
 Equipment \$ \_\_\_\_\_  
 Field/P \$ \_\_\_\_\_  
 Gym \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
**TOTAL \$** \_\_\_\_\_

Send Confirmation/Bill to: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**NOTICE: TOBACCO USE IS PROHIBITED IN/ON ALL FACILITIES AND GROUNDS.**

By initialing this statement, I commit to adhering to the current Governor's COVID requirements and Department of Health guidelines that are in effect at the time of use. I understand failure to follow the requirements may result in cancellation of facility rental without a refund.

**Hourly Rates**

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ADMINISTRATION	B	C	D	COMMONS/ROOMS	B	C	D	GYM/PLAY SHED	B	C	D
Admin Board Room	15	40	80	Commons (HS)	25	60	80	Gym (ES)	20	40	80
Conference Room	15	40	80	Commons (ES & MS)	15	40	70	Score Clock	10	30	60
Computer Lab				Classroom/Portable	15	40	80	Play shed	10	30	60
REQ. STAFFING	B	C	D	Faculty Room	B	C	D	FIELDS	B	C	D
Custodial Req. Based on use	55	55	55	Computer Lab	20	40	80	Grass Field (ES)	10	15	30
Security- School Officer/APD	60	60	60	Library	20	40	80	Restrooms	10	15	30
Facility Supervisor	25	25	25	KITCHEN	B	C	D	EQUIPMENT	B	C	D
				Kitchen *Kitchen Manager Required	55	55	55	Public Address System	10	30	60
				Kitchen Assistant Cook	45	45	45				

**NOTICE: Wages for custodial, supervisory, technical, and other support personnel are in addition to the above fees.**

It is agreed that this application is made subject to the general regulations for the use of public school buildings. The undersigned agrees these rules shall be strictly observed and accepts entire responsibility for their enforcement, agrees to protect the premises and indemnify the school district for any damage due to the occupancy of the building or grounds covered by this permit. It is understood and agreed to by the applicant that this permit may be revoked or canceled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage, or expense whatsoever. The applicant further agrees to protect, indemnify and save harmless the district, its officers and employees from any claims, liabilities, damages, allegations, or rights of action directly or indirectly resulting from the use of the premises covered by this application.

Custodian services  available  not available per Randy or Geoff on \_\_\_\_\_, contacted by \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Building Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Athletic/Activities Signature \_\_\_\_\_ Date \_\_\_\_\_ Associate Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

District Director of Athletics/Activities/Facility Use Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Principals and Custodians:** Please report in writing to the Business Office any infraction of rules of the Board of Education or damage to school property resulting from the meeting covered by this permit.

Required Document(s) Attached:  Concussion Paperwork  Insurance Certificate (Exp. Date \_\_\_\_\_)  Non-Profit Letter (\$1 million minimum liability required)

## **CATEGORIES:**

- A. School organization
- B. Non-profit groups within the Auburn School District boundaries
- C. Profit-producing groups within the Auburn School District boundaries AND Non-profit groups from outside the Auburn School District boundaries
- D. Profit-producing groups from outside the Auburn School District boundaries

## **APPLICATIONS**

- District/School use has priority with no charge
- Application must be completed by an adult representative
- Principal or designee must sign before application is sent for other signatures and recorded
- Applications must be received at least ten (10) days prior to event
- Facilities shall be limited to those specified on the application
- Approval for use is based on priorities listed in School Board policy 4330
- Applications can only be for dates within the school year calendar

## **LIMITATIONS:**

- Facility use not in the best interest of the district will not be approved
- Persons/groups without proper permit will not be admitted to any facility
- Certificate of Insurance is REQUIRED
  - At least \$1,000,000 Liability
  - The Auburn School District must be listed as additional insured.

## **REGULATIONS:**

(1) It is the applicant's responsibility to state on the application, in detail, the intended use of the facility. (2) The applicant shall certify to be personally responsible for any damage or unnecessary abuse of school buildings, grounds, or equipment resulting from the use of the said premises. The applicant shall agree to abide by and enforce the rules and regulations of the Auburn School District governing the non-school use of buildings, grounds, and equipment. The applicant shall agree to hold the Auburn School District harmless and indemnify for any claims arising out of the event held by the user. (3) Alcoholic beverages or narcotics will not be brought to or consumed on the school premises. (4) Boisterous conduct, profane or improper language, drinking, and other objectionable practices will not be allowed in school district facilities. (5) Use of tobacco or tobacco products shall not be allowed in school district facilities. (6) A designated school district employee or representative must be on site during any usage. (7) Only that portion of the building listed and approved on the application will be available for use by the organization. (8) When the building or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for cost of repair, replacement, and/or cleaning of the facility; and may be denied use of school facilities until payment is received. (9) Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school facilities. If this is not done, the organization to which the permit is issued will be required to pay the cost of the removal. (10) Keys to buildings or facilities will not be issued to user groups. The facilities will be opened and closed by school district personnel or an authorized representative. (11) All equipment, furniture, and other school property will be protected and left in the same location and condition as originally found. (12) User organization must conform to all local ordinances including police and fire department regulations. (13) All meetings will terminate and the facility will be vacated by 11:00 p.m. on school nights, unless otherwise approved. (14) Kitchen will not be available for usage before 2:30 p.m. on school days, unless prior approval is granted. Rules posted in kitchen regarding use will be observed. Kitchen equipment usage will be permitted only when supervised by a district employee or representative. (15) The user organization will be responsible for the enforcement of the above related regulations and shall be responsible for all participants, spectators, and affiliated personnel. (16) When large crowds are anticipated, it will be the responsibility of the using organization to notify local law enforcement agencies for aid in handling traffic and crowd control.

## **USER CHARGES:**

(1) User of the facilities will be charged according to the appropriate rental schedule. (2) Groups using the facilities will be charged for services of district personnel required for supervision and/or custodial services. These charges will be the current rates paid by the district. (3) Reciprocal facility use will be considered in calculating user charges. (4) Rates are to be reviewed on an annual basis or as needed by the school district and are subject to change.

## **PAYMENTS:**

All charges and fees for services performed by custodians, cooks, supervisors, etc. shall be arranged through the school contact and paid to the school district's business office. Organizations, groups, or individuals shall not make any payment directly to any school employee or make any individual arrangements with employees regarding service charges. All charges or damages shall be billed from the business office directly to the applicant.

## **CANCELLATIONS:**

The school district reserves the right to cancel non-school activities in favor of school activities whenever the two conflict for time. Whenever possible, the school district will notify non-school user of cancellations at least two (2) weeks in advance. User's notice of cancellation must be submitted to the school district at least two (2) working days prior to event. A custodial time of four (4) hours may be charged if user fails to cancel within specified time.

## **RIGHTS RESERVED TO REVOKE PERMITS:**

The board of director's reserves the right to cancel any permit given and to refund any payment made for the use of school buildings or grounds where it is deemed such action advisable and in the best interests of the school district or to modify its policies at any time. All permits automatically expire at the close of the school year. A separate request is required for use of school facilities during the vacation period.