



FACILITY USE REQUEST

Please note: Alcoholic beverages, illegal drugs, narcotics and tobacco use shall not be permitted in school facilities or on school property at any time by anyone. Any noncompliance with the rules and regulations of district facilities usage will result in immediate removal from district property, forfeiture of any prepaid contracted amount, loss of use privilege and referral to law enforcement authorities if necessary.

Please attach second sheet for specific equipment and set up needs

Dates requested: _____ Hours: _____ to _____

Facility/Equipment Requested: _____

Proposed use _____

Will an original copy of a DVD or Video subject to copyright law be presented at this event inside the building?
Circle Yes or No If "Yes", is the DVD or Video a legally rented or purchased copy? **Circle Yes or No**
Which Studio or Production Company holds the copyright of the DVD or Video? _____

Open to the public? **Circle Yes or No** Admission or fee? **Circle Yes or No** Anticipated attendance? _____

Organization Name _____ Phone or email _____

Billing Address _____

Check one (see other side for category information and Board Policy 4260 for details **and custodial fees**):

- Child-centered organizations or government agency (minimum use \$50.00)
- Non-profit group (minimum fee plus \$25.00 per hour after first hour or \$150.00 per day)
- Commercial enterprise (minimum fee plus \$45.00 per hour after first hour or \$250.00 per day)
- Overnights (up to 100 students = \$200.00, 100 to 250 students = \$300.00)

Fee Summary

Minimum use fee (\$50.00)..... \$ _____

Rate per hour or per day (circle hour or day)..... \$ _____ x _____ hours or days.....\$ _____

Custodial fees of \$45.00/ hour minimum 2 hrs).....\$ _____

Total Fees \$ _____

Indemnity Agreement

The user agrees to protect, indemnify and hold harmless San Juan Island School District, its elected and appointed officials, agents and employees, from any and all claims, liabilities, damages, expenses or rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement. It is the responsibility of the undersigned User to inform participants and spectators of the terms of this indemnity agreement. **I hereby certify that I understand, accept and agree** to abide by the terms of this facilities rental agreement including the rules and regulations governing the use of school facilities/premises as stated on the attached Policy 4260 and Procedure 4260P. **Note: Athletic Events require a certificate of insurance naming the SJISD as additionally insured.**

Signature of responsible adult in charge Date _____

Phone _____ email _____

Printed name of responsible adult in charge

Building use approval: **Circle Yes or No** _____ Date _____

Signature of Administrator

Put on Calendar Facility Manager signature _____

Copy to D.O. for invoicing Fee waived by Superintendent _____ (initials of Superintendent)

Confirmed with applicant (please initial) _____ through (phone/email) _____ on (date) _____

FACILITIES USE GUIDELINES PER BOARD POLICY 4260

Our schools will make every effort to be good community partners. We recognize our facility as a shared public resource in which we are corporate partners, but do not intend to compete against the private sector of our community.

On the Facilities Use Form is a check box area for categories. Below is a definition of the categories based on Board Policy 4260, on which this procedural information is based. The school district reserves the right to determine all fee structures.

**Minimum Use
\$50.00**

Users and groups whose essential base is:

- Child centered organizations
- Government agency
- And do not require exceptional time, staffing, damages or cleaning

*If there are special costs due to extra time, damages or excessive use, these groups are charged the direct costs associated with the extraordinary issues. **If needed, custodial time is charged at \$45.00 per hour, two hour minimum call out.***

**Minimum Use
\$50.00
then
\$25 per hr
after first
hour
or
\$150 daily**

Users and groups whose essential base is:

- Non profit
- Focus is a community
 - Lectures & course work
 - Political
 - Entertainment
 - Charitable

*If there are special costs due to extra time, damages or excessive use, these groups are additionally charged the direct costs associated with the extraordinary issues. **If needed, custodial time is charged at \$45.00 per hour, two hour minimum call out.***

**Minimum Use
\$50.00
then
\$45 per hr
or
\$250 daily**

Users and groups whose essential base is:

- Making a profit
- Operating or enjoining business that would be or is for profit
 - Conferences
 - Special marketing or auctions

*If there are special costs due to extra time, damages or excessive use, these groups are additionally charged the direct costs associated with the extraordinary issues. **If needed, custodial time is charged at \$45.00 per hour, two hour minimum call out.***

**Call for
arrangement**

Overnights in Turnbull Gym

- Up to 100 students = \$200.00
- 100-250 students = \$300.00
- Adults = by individual arrangement

If needed, custodial time is charged at \$45.00 per hour, two hour minimum call out.