



Mary M. Knight School District
FACILITY USE APPLICATION

Date Received by District: _____

PLEASE SUBMIT AT LEAST TWO WEEKS (2) IN ADVANCE

Please read, complete and sign application. Return both pages along with a Certificate of Liability Insurance and an Additional Insured Endorsement. Application can be emailed, or mailed to the address above. A Confirmation will be emailed to your address listed below.

Please list ALL requested dates (attach sheet if necessary): _____

Day(s) of the week: M T W TH F S SU

Actual Time of the Event: _____ AM PM to _____ AM PM

Time Entering the Building (Setup): _____ AM PM

Time Leaving the Building (Cleanup): _____ AM PM

Type of Meeting/Activity: _____

Number of Adults: _____ Number of Children: _____

Is Food Being Served? Yes No

Is Access to Kitchen Needed? Yes No

Group: _____	Requesting Facility: _____
Billing Address: _____	
City/State/Zip Code: _____	
Contact Name: _____	Telephone: _____
E-Mail Address: _____	Cellphone: _____

Is your group registered as a non-profit agency in the State of Washington? Yes No

Signature of Applicant / Official Capacity with Group / Organization

District Approval: _____	_____	_____	_____
Building Admin	Date	Superintendent	Date

Certificate of Liability Insurance & Additional Insured Endorsement

Proof of Status: _____

AGREEMENT AND CERTIFICATE OF INSURANCE

The signatory hereby makes application to the Mary M. Knight School District No. 311, for the use of district facilities described on the reverse side of this form and certifies that the information given is correct. The signatory further states that he/she has the authority to make this application and agrees to all of the rules and regulations as stated in Regulation and Procedures 4260 and 4260P – Community Use of District Facilities. The applicant further agrees to reimburse the District for any damage arising from the applicant’s use of said facilities. Any accident involving injury to

participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

INSURANCEREQUIREMENTS:

All Facility Users are required to have the following insurance requirements in place prior to reserving a facility.

- Commercial General Liability limits of \$1,000,000 per occurrence - \$2,000,000 General Aggregate.
- \$2,000,000 Products/Completed Operations Aggregate
- Mary M. Knight School District 311 is required to be added as an “Additional Insured” on the Commercial General Liability policy along with the Additional Insured Endorsement.
- You will turn in two documents (1) Certificate of Liability Insurance, and (2) Additional Insured Endorsement. These both should name the Mary M. Knight District as follows:
Mary M. Knight School District 311
2987 W Matlock Brady Rd
Elma, WA 98541
- In addition, the Certificate of Liability Insurance should also list the Certificate Holder as Mary M. Knight School District 311
Mary M. Knight School District 311
2987 W Matlock Brady Rd
Elma, WA 98541

The Certificate of Liability Insurance and Additional Insured Endorsement must accompany this Facility Use Application.

_____(Initial) **The applicant agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports; as amended in RCW4.24.660 and chapter 28A.600RCW if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the school district and/or designee.**

_____(Initial) _____(Name of program), a community athletic program, verifies that it does not discriminate against any person on the basis of sex in the operation, conduct or administration of its program.

HOLD HARMLESS AGREEMENT

The applicant agrees that the District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the District and its officers, employees, directors and agents from claims, liabilities or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user’s activities and/or use of premises except for sole negligence of the District.

RULES AND REGULATIONS (See Regulation & Procedures 4260 and 4260P - Community Use of District Facilities for complete list.)

- Applications are not considered officially approved until a printed confirmation is returned to the applicant.
- At the sole discretion of the district, the district may cancel an approved facility use application if such action is deemed to be advisable or necessary.
- All groups are obligated to notify the district if they cancel a facility use agreement. If the applicant does not give the district a 48-hour notice of cancellation, the applicant will forfeit a facility use fee.
- The District may require that the full rental fee be paid two (2) weeks in advance of the use. In most cases, facility users will be billed monthly.
- All groups must provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group’s compliance with all appropriate rules and regulations.
- A paid school district employee must always be in the building during the use of school district facilities.
- Profane language, disruptive conduct or possession and/or use of liquors, drug or narcotics shall not be permitted on school premises. State law prohibits use of all tobacco products on school property in accordance with RCW 28A.210.310.