



# Granite Falls School District

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Approval # \_\_\_\_\_

## Facility Use Agreement Application

[<To View Facilities Calendars Link, Click Here>](#)

- ✓ Please read and complete **both** sides of this application, sign and return at least **ten (10)** working days prior to your event.
- ✓ Submit all required documents non-profit status, if applicable, valid certificate of insurance must be on file (**required for all users**)
- ✓ Per RCW's 4.24.660 and 28A.600, youth sport groups will be required to provide Statement of Compliance-Youth Sports Head Injury Policy
- ✓ **Lack of requested documentation will result in return of your application without processing.**

### Organization Information --

Organization Name	Day Phone #	
Event Contact Person/Onsite Supervisor	Evening Phone #	
Billing Address (required)	Cell #	
City, State, Zip	Fax #	
Email Address	Non-Profit (attach 501(c) 3 For Profit	Individual Public Agencies

### Event Details --

<b>Description:</b>
<b>Time:</b> From: _____ To: _____ including setup/cleanup
<b>Actual Time:</b> From: _____ To: _____
<b>Date or Range:</b> Beginning: _____ Ending: _____

# Youth Participants \_\_\_\_\_ %GFSD Participants \_\_\_\_\_

# Adult Participants \_\_\_\_\_

# Spectators \_\_\_\_\_

Admission/Participation Fees \$ \_\_\_\_\_

Fundraising? Yes No

Check all that apply:    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

### Location Requested

Administration Bldg.    Crossroads High School    GFHS    GFMS    Monte Cristo Elementary    Mountain Way Elementary

### Room Requested

Gym	Classroom # _____	Elementary Field	Turf w/Lights Time: On _____ Off _____
Auxiliary Gym	Kitchen	Hi-Jewel Stadium = CR/MS	Tennis Court
Concession Stand	Conference Room	Restroom	Press Box
Multi-Purpose Room	Library	Miller Sport Complex = HS	Concessions
PAC – Performing Art Center	Commons	<small>Circle Field(s) Requested</small>	
		#1   #2   #3   #4   #5   #6	

**Special Needs/Equipment** – be specific; if not listed and approved the equipment will not be available at time of use.

**Agreement:** The undersigned hereby makes application to the District for use of school facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application and agrees that all rules and regulations of the Board of Directors and the building administrator will be followed by the participants and will reimburse the District for the use and or any damage arising from said use of the building as invoiced. In consideration for the use of District premises, the user assumes all liability for and shall indemnify, hold harmless and defend the Granite Falls School District, its directors, officers, officials, employees and agents, as well as their successors and assigns, from and against all loss, damage or expense which the District sustains or incurs, and against any and all claims, demands, suits, and actions whatsoever, including expense of investigation, and litigation, on account of injury to or death of persons, including without limitation employees of the District, employees of user, any child or adult visiting or participating in any of the user's programs or on account of damage to or destruction of property, including without limitation property owned by and property in care, custody or control of the District during the term of this permit to extend caused.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## Facility Use Rules & Regulations

<b>Classification I</b>	District Sponsored Events, Parent Groups, Groups Serving GFSD Youth.
<b>Classification II</b>	Non-Profit Groups Devoted to GFSD community interests within GFSD boundaries.
<b>Classification III</b>	Non-Profit Groups Devoted to community interests serving majority outside GFSD.
<b>Classification IV</b>	Organizations, Individuals using school facilities for profit.

### Rental Procedures

1. **Applications:** Applications shall be made in accordance with the school year calendar, September through August and are required at least ten (10) business days in advance of requested date. Requests to use the athletic facilities shall be made on a seasonal basis to accommodate the WIAA schedule.
2. **Insurance:** All users are required to provide a Certificate of Insurance for a minimum of \$1,000,000 combined single limit per occurrence. Granite Falls School District must be named as an additional insured. Certain activities may require additional coverage limits.
3. **Approvals:** Applications will be reviewed on a first-come, first service basis after school programs have been scheduled. Should two parties request the facilities or fields for the same dates, a fair allocation may be determined by the Superintendent or designee.
4. **Changes:** Changes to a request or approved event must be made through the Business Office and will be billed to the user (first change free).
5. **Cancellations:** Require at least (2) business days notice prior to the event. If adequate notification is not made, the user will be charged for all expenses incurred by the District. The District reserves the right to cancel or revoke at any time for good cause, without liability.
6. **Invoices:** In most cases, the user will be billed after the event in accordance with the established fee schedule. Invoices are due within 30 days of receipt. Outstanding invoices will result in denial of future requests or cancellation of on-going use. If a payment is returned for insufficient funds, user expressly authorizes user's account to be electronically debited or bank drafted for the amount of the check plus any applicable fees.
7. **Promotional Activities:** Any promotional activities in conjunction with non-district sponsored events must clearly state that the event is not sponsored by Granite Falls School District.

### Personnel and Equipment Needs

1. **Personnel:** The user shall be responsible for all staffing fees incurred as a result of their use.
  - a. A District employee shall be present at all facility use functions and shall be responsible for opening and closing the building, as well as, ensuring the interests of the District during use.
  - b. A Custodian may be assigned to ensure the restrooms are cleaned and sanitized and that the facility is school ready after the use.
  - c. Food Service employee shall be present whenever a kitchen facility is used.
2. **Equipment & Supplies:** The District is not required to make equipment available, however; limited equipment may be available for an additional fee.
  - a. Chairs, tables or requested equipment must be requested on the face of this document and approved by the Business Office.
  - b. Athletic equipment such as volleyball nets, balls, etc. are not included with rentals and must be approved by the Business Office/Principal.
  - c. District owned supplies may not be used (other than restroom supplies).
  - d. Computers, internet audiovisual, technical and special equipment are **not** included with rental and must be approved by the Business Office.

### Responsibilities to the User

1. **Supervision:** The User shall assume full responsibility for the supervision of their activity, as well as the conduct of all attendees and participants. Persons will not be admitted to the facility until an adult supervisor (over 21) is on-site. Supervisor shall remain with the group throughout the entire use. The user organization must respect the authority of the district staff on-site.
2. **Damage:** The individual named on the agreement and the group in whose name the agreement is used must accept responsibility for all damages to District property while the group is on-site.
3. **Tobacco, Alcohol, Weapons:** The use of tobacco, alcohol and weapons are not permitted on District property.
4. **Set-Up:** The user is responsible for set-up of event(s). The user may not make adjustments to heating, lights, furnishings or equipment without prior approval. No decorations or applications of material to the walls or floors will be allowed without permission of the building administrator. No flame of any kind is allowed inside school buildings.
5. **Clean-Up:** The user is responsible for clean-up and must leave the facility in a clean and orderly condition with all furniture in the same location it was found. An authorized employee will be responsible for sanitizing restrooms. Any clean-up expense incurred by the district will be charged to the user.
6. **Access:** Will be granted in accordance with the time specified on the application. All use will stop with sufficient time to vacate the building at the end time stated on application. Additional fees will apply for all uses exceeding their permitted schedule.
7. **Fields:** User shall not subject the fields to undue damage or create a hazard. Users shall leave the fields clean and in good order.
  - a. Markings and pre-game preparations are the user's responsibility. Field lining and markings must be pre-approved through the Athletic Director & Maintenance Department.
  - b. User must make arrangements through the Business Office to access restrooms; fees will be charged in accordance with current fee schedule. District staff may be required to supervise access and clean-up facilities.
8. **Large Events:** Require a meeting with the District to determine appropriate staffing, fees and facilities for the event. When large crowds are expected, it will be the responsibility of the user to notify police and fire when applicable and obtain any special permits necessary for the event.