

McCleary School District #65

Application to Use School Facilities

Use of school facilities by the community is encouraged as long as use is for a lawful purpose and does not interfere with the conduct of the district’s educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and 4260-P and the current schedule of user fees.

ALL youth sports groups must provide letter of compliance regarding the management of concussion and head injury.

Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district’s interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

Today’s Date: _____

Applicant/Organization Name: _____

Contact: _____ **Phone:** _____

Address (Street, City, State, Zip): _____

Email: _____

Emergency Contact Phone: _____ (name)

PURPOSE: _____

FACILITY REQUESTED

_____ Classroom (classroom teacher’s name/ number: (_____))

_____ gym

_____ gym with kitchen

_____ Library

_____ Computer Lab

_____ Play-field

_____ Playground

EQUIPMENT NEEDED: _____ Chairs _____ Tables _____ Sound System _____ Podium

Time and Date of Activity

Dates: _____ Hours From: _____ to _____ (am/pm)

Day(s) of Week Month Date(s)

WILL ADMISSION BE CHARGED? _____ Yes _____ No

FACILITY RENTAL FEES will be charged at \$10 per hour of use. Payments of charges shown on the application form are to be made to the district within 30 days of invoice date. Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises.

AGREEMENT AND INSURANCE

The person or organization entering into this agreement with McCleary School District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the School 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.

The user of school facilities must hold McCleary School District, its School Board and District employees harmless from any and all claims by any person arising from the use of the premises except for the sole negligence of McCleary School District.

Each application for use of facilities shall be evaluated as to the need for the applicant to provide proof of bodily injury and property damage liability coverage. If required, such proof of insurance must be provided prior to the use of school facilities and the insurance certificate must name McCleary School District as additionally insured.

The Superintendent or designee may qualify applications as a district-approved activity on a case-by-case basis.

_____(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 RCW 4.24.660 and chapter 28A.600 RCW if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the school district &/or designee.**

The applicant agrees that McCleary School 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 School 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 School District.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT _____ DATE _____

RULES AND REGULATIONS

Applicant/organization is responsible for the safety and conduct of its participants and spectators and is responsible for all participants to follow the rules below. Failure to follow the rules below can lead to the loss of privilege to use the facilities.

- 1. All non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.**
2. Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
3. Access to the school is by use of an authorized electronic card which is issued to the applicant for his/her sole use. This card is not to be loaned to other individuals to access the building. Failure to abide by this rule without expressed authorization by a school official. **Failure to abide by this rule may result in the loss of access privileges for the applicant.**
4. Exterior school doors must remain secured at all times. It is expected that the applicant provide for someone to monitor the entry of group members for whom the applicant is responsible unless the applicant has been issued a panic bar key to provide for access by spectators or participants. **Doors ARE NOT to be propped open at night. Failure to abide by this rule will result in the loss of access privileges for the applicant.**
5. All events will be required to meet the occupancy load and fire and safety regulations of the City of McCleary and State of Washington.
6. Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
7. Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
8. Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
9. Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
10. Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- 11. NO PUSHPINS, STAPLES, NAILS , TAPE OR OTHER DEVICES CAUSING HOLES OR DAMAGES IN THE WALL SURFACE MAY BE USED TO HANG SIGNS, POSTERS, BANNERS, DECORATIONS WITH THE EXCEPTION OF DISTRICT INSTALLED TACKBOARD. GLITTER IS NOT ALLOWED IN THE KITCHEN.**
- 12. All classrooms will be left in the same manner and configuration as before the step-up and commencement of the approved event.**
- 13. District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals cannot use district-owned expendable supplies.**
- 14. Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.**

15. Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
16. The applicant/organization shall not practice discrimination of any kind.
17. Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant.
18. Facility use is cancelled when facility/building is closed due to an emergency or in the event of a scheduled school sponsored or event.
19. The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

FOR DISTRICT USE ONLY

Approved Disapproved
 Single event School year Evenings Saturday Sunday
 Summer

Certificate of Insurance: Requested Received Waived

Letter Compliance with HB1824: Requested Received

Facility/Building Rental Fee \$ _____ Per Hour / Other
 Charges: \$ _____

Per Team/Per Season Fee \$ _____ / _____ Custodial Fee (as needed):
 \$ _____

Event Total: _____ Date _____

Billed: _____

Signature of District Facilities Coordinator
 _____ Date: _____

Principal's
 Signature _____ Date: _____

**McCleary School District
Compliance Statement for HB 1824,
Youth Sports-Head Injury Polices
(Attach to Facility Use Request Form)**

_____ requests the use of McCleary School District facilities for the following dates:_____.

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for **the management of concussions and head injuries** as prescribed by HB 1824, section 2 and **Sudden Cardiac Arrest Awareness** as prescribed by SB 5083, section 3.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death or one person and at least \$100,000 due to bodily injury or death to two or more persons.

Signed:_____ Date: _____

Representative of Private Non-Private Youth Sports Group

***Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee.**

Student Sports — Concussion and Head Injuries

The McCleary School District Board of Directors recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The board acknowledges that the risk of catastrophic injuries or death are significant when a concussion or head injury is not properly evaluated and managed. Therefore, all competitive sport activities in the district will be identified by the administration and all appropriate district staff, coaches and team volunteers will complete training as required in the district procedure to recognize suspicious signs and symptoms of concussion. Additionally, all coaches will comply with WIAA guidelines for the management of head injuries and concussions.

Consistent with Washington law, the district will utilize guidelines developed with the Washington Interscholastic Activities Association (WIAA) and other pertinent information and forms to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents and guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. Until this acknowledgement form is returned and on file with the district, the student may not practice or compete.

All coaches, including volunteers, will complete training as required in the district procedure. Additionally, all coaches of competitive sport activities will comply with WIAA guidelines for the management of head injuries and concussions.

Cross References:	Policy 4260	Use of School Facilities
Legal References:	RCW 4.24.660 Chapter 28A.600 RCW	Liability of school districts under contract with youth programs Students

Adoption Date: 03-22-14