



## Every Student Matters, Every Moment Counts

### Morton School District #214

PO Box 1219

Morton, WA, 98356

P: 360-496-5300 F: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

### Morton Jr/Sr High School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

### Morton Intermediate School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

### Morton Elementary School

400 Main Avenue

P: 360-496-5143 F: 360-496-0327

### Facility Use Request/Agreement Form

The School Board of Directors encourages community use of [District Name Here] ("District") facilities so long as the use is for a lawful purpose and does not cause a disruption to the District's educational programming, which is the intended primary purpose of District buildings and grounds. Community use of facilities is subject to the terms of District Policy and Procedure 4260 Use of School Facilities and the current user fee schedule. ALL youth sports groups must provide a letter of compliance with mandated Youth Sports Concussion Management Protocols prior to use. Funds may be charged for the use of school facilities to ensure that funds intended for the education of children are not used for other purposes. 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 district facilities based on race, creed, color, sex, or origin.

**NAME OF ORGANIZATION ("Applicant")** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_ **NUMBER OF TEAMS/PARTICIPANTS** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **DAYTIME PHONE** \_\_\_\_\_

**NATURE AND PURPOSE OF ACTIVITY**

### SPECIFIC FACILITY/SCHOOL REQUESTED

ES Classroom	ES Kitchen	ES Gym	ES Locker Rooms	BB Field
IS Classroom	Jr/Sr Kitchen	Jr/Sr Gym	Jr/Sr Locker Rooms	FP Field
Jr/Sr Classroom	District Kitchen	Batting Cages	FB Field	

**DATE(S) TO BE USED** \_\_\_\_\_ **TO** \_\_\_\_\_ **DAY(S) OF THE WEEK**

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

TIME OF DAY \_\_\_\_\_ [ ] AM [ ] PM TO \_\_\_\_\_ [ ] AM [ ] PM

WILL ADMISSION BE CHARGED? [ ] YES [ ] NO

WILL CUSTODIAL SERVICES BE NEEDED? [ ] YES [ ] NO

EQUIPMENT NEEDED: [ ] CHAIRS [ ] TABLES [ ] PODIUM [ ] SCREEN [ ] TV [ ] AUDIO SYSTEM

**FACILITY RENTAL FEES** will be determined by the established rental rates at the time of facility booking/reservation. Payments of charges shown on the application form are to be made to the District within 30 days of facility booking/reservation. Charges may be levied to cover the cost of additional required or requested services not covered in the original agreement or reimbursement for damages. 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 the District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned further affirms they have the authority to make this application for the Applicant and agrees the Applicant will observe all rules and regulations. The Applicant will reimburse the District in full for willful and accidental damages to the property caused, either directly or indirectly by a person permitted by the Applicant to participate in the use of the facilities referred to. The District reserves the right to require a damage deposit. Any accident involving injury to participants or damages to the facilities or equipment occurring during Applicant's use will be reported to District authorities immediately.

In accordance with Chapter 28A.335 RCW, private non-profit groups serving youth are required to provide proof of bodily injury coverage of no less than \$50,000 per occurrence/\$100,000 aggregate. For-profit business groups are required to provide proof of general liability coverage of no less than \$1 million dollars per occurrence. The District must be named as additionally insured on said policy. Coverage cannot be canceled or reduced without thirty-(30) days written notice to the District. (Lowcost Special Events Liability Insurance is available through the District's carrier.)

\_\_\_\_\_ (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 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 to the extent claims, liabilities, or suits arising out of injury to person or property arising out of the 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** \_\_\_\_\_

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## Rules and Regulations

- The Applicant is responsible for the safety and conduct of its participants and spectators.
- **All non-profit youth sports groups must verify prior to receiving access to school facilities that all coaches, athletes and their parents/guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by RCW 28A.600.190, otherwise known as the Zachery Lystedt Law.**
- The Applicant must provide satisfactory sponsorship and adequate adult supervision. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Morton and the State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited.
- Profane language and/or other disorderly conduct may result in barred use of facilities.
- As defined by law, firearms or other dangerous weapons are prohibited on school grounds.
- Games of chance, lotteries, and giving of door prizes are not allowed except when permitted by law and then only with proper clearances.
- Except as otherwise addressed in these rules, access to facilities and services shall be limited to those specified on the application.
- Alterations to the 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.
- 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.
- 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.
- Non-marking gym shoes are required for all activities on the uncovered floor of gymnasiums.
- The Applicant shall not practice discrimination of any kind.
- Cancellations require at least 24 hours notice. Otherwise, related actual costs shall be borne by the Applicant.
- Facility use is canceled when the facility is closed due to an emergency.
- Facilities must be returned to their original condition and placement of all equipment, chairs, tables, etc.
- The expectation of early access before the time requested is not allowed. This should be part of the times requested.
- School facilities are not to be used during school times.
- School functions have priority over other events, which may lead to the cancellation of previously scheduled facility use.
- Health Department Permits are required if using a kitchen.
- Damage deposit may not be refunded.
- The District reserves the right to refuse or revoke any authorization issued for the use of a District facility. If rental fees have been paid, the District will refund such fees less expense incurred by the District in connection therewith.

### Hourly Fee Schedule for Facility Use

Facility/Equipment	Use	Custodial	Heat	Electric	No. of Days	Total
ES Stage	\$75.00	\$22.50	\$50/\$100	\$30/\$60		
Jr/Sr HS Stage	\$75.00	\$22.50	\$50/\$100	\$30/\$60		
ES Cafeteria/Kitchen	\$75.00	\$22.50	\$50/\$100	\$30/\$60		
Jr/Sr HS Cafeteria/Kitchen	\$75.00	\$22.50	\$50/\$100	\$30/\$60		
District Kitchen	\$75.00	\$22.50	\$50/\$100	\$30/\$60		
ES Classroom	\$25.00	\$22.50	\$50/\$100	\$30/\$60		
IS Classroom	\$25.00	\$22.50	\$50/\$100	\$30/\$60		
Jr/Sr HS Classroom	\$25.00	\$22.50	\$50/\$100	\$30/\$60		
ES Gym	\$60.00	\$22.50	\$50/\$100	\$30/\$60		
Jr/Sr Gym	\$75.00	\$22.50	\$50/\$100	\$30/\$60		
ES Locker Rooms	\$25.00	\$22.50	\$50/\$100	\$30/\$60		
Jr/Sr HS Locker Rooms	\$25.00	\$22.50	\$50/\$100	\$30/\$60		
Chairs (lots of 50)	\$150.00					
Tables (lots of 5)	\$50.00					
<b>Deposit (Required)</b>	<b>\$50.00</b>					
<b>TOTAL DUE</b>						

#### **DAMAGE DEPOSIT**

A separate check will be refunded if no damage occurs.

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**For District Use Only**

☐ Approved ☐ Disapproved

☐ Single Event ☐ School Year ☐ Summer

☐ Days ☐ Evenings ☐ Weekends and/or Holiday

**Certificate of Insurance:**

☐ Requested

☐ Received

**Costs:**

Facility Costs: \_\_\_\_\_

Custodial Costs: \_\_\_\_\_

Equipment Costs: \_\_\_\_\_

TOTAL COSTS: \_\_\_\_\_

Fee Waiver: Superintendent Approval (For Non-Profit Only) ☐

**Approval:**

Maintenance Supervisor

ES Principal

Athletic Director

IS Dean of Students

Food Service Director

Jr/Sr HS Principal

Superintendent