



College Place School District No. 250
1755 South College Avenue College Place,
WA 99324 (509) 525-4827
APPLICATION FOR USE OF SCHOOL FACILITIES

SCHOOL FACILITIES REQUESTED

Sponsoring Organization _____ Date _____

Name of Group _____ Phone No. of Organization _____

Address _____ Phone of Signer _____

E-Mail _____ Print Name of Signer _____

Certificate of Insurance Attached? Yes [] No [] *If no, insurance may be required prior to formal booking of event

Davis:

<input type="checkbox"/>	Gym
<input type="checkbox"/>	Commons
<input type="checkbox"/>	Stage
<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Other
<input type="checkbox"/>	

Sager:

<input type="checkbox"/>	Gym
<input type="checkbox"/>	Multipurpose Room
<input type="checkbox"/>	Art Room
<input type="checkbox"/>	Other
<input type="checkbox"/>	
<input type="checkbox"/>	

High School:

<input type="checkbox"/>	Gym
<input type="checkbox"/>	Commons
<input type="checkbox"/>	Stage
<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Other
<input type="checkbox"/>	

6-12 Campus Grounds:

<input type="checkbox"/>	Softball Field
<input type="checkbox"/>	Baseball Field
<input type="checkbox"/>	Practice Field
<input type="checkbox"/>	Football Field
<input type="checkbox"/>	Tennis Field
<input type="checkbox"/>	

Track

Dates for Consideration: _____

- Time of Use (Includes preparation and closing) Begin at _____ End at: _____
- Attendance Expected: _____ Spaces Needed: _____
- Do you Need Custodial Support to open and close the building? Yes [] No []

*If YES, approval of request contingent on availability of custodial staff

If NO, Why? [] Building Access Not Needed [] District Staff Will Open

Name and contact information of District Approved Personnel (If checked above):

Name: _____ Phone: _____ Email: _____

- Do you need Audio Visual Support Personnel? Yes [] No []
- Description of Activity (Please be Specific) _____

I hereby accept responsibility for the use and proper care of the above requested facilities including any damage or liability ensuing from this use and I have read and understand the rates and guidelines on the reverse.

Signature of Renter _____ Date: _____

Signature of CPPS Staff* _____ Date: _____

*CPPS Staff signature only necessary if they are assisting with entry/exit of building

☐ Approved ☐ Not Approved

Signature of Superintendent or Designee _____ Date: _____

Fee Amount: _____ Date Paid _____ Waived _____ Received By _____

COLLEGE PLACE PUBLIC SCHOOLS
Building Rental Rates & Guidelines for Use

Payment must be received prior to the facility being reserved/scheduled for you.

(Use time of above facilities includes set-up, activity, and clean up time.)

IMPORTANT INFORMATION, PLEASE READ AND UNDERSTAND

The Renter/Lessee further agrees to abide and enforce all local, state, and national guidelines from Walla Walla County Department of Community Health, Washington Department of Health, and Center for Disease Control. It is the responsibilities of the signed party below to ensure enforcement of all regulations found at the following websites:

Walla Walla County Department of Community Health- https://www.co.walla-walla.wa.us/government/health_department/index.php

Washington State Department of Health- <https://www.doh.wa.gov>

Washington State Department of Labor and Industries- <https://lni.wa.gov>

Center for Disease Control- <https://www.cdc.gov>

Failure to abide and enforce both local and national recommendations will result in the immediate revocation of current and future district facility use.

Applications for Use of School Facilities may not be accepted more than 30 days in advance of the first of the month of your intended use and no less than 14 business days in advance of the date you wish to rent the facility. Please note that district and school functions take priority.

Scheduled use of the facility is approved upon receipt of a completed Application of Use of School Facilities form and the appropriate fee being remitted to the District Office along with proof of insurance. Completed applications, which include the appropriate fees being remitted, are approved on a first come first serve basis.

School-related groups, college or youth groups, and community organizations may, at the discretion of the superintendent, be allowed to use school facilities at a reduced or waived fee schedule.

- Saturday or Sunday use of school facilities is not encouraged.
- Buildings used on any Federal holidays may incur additional fees
- School facilities will not be rented for public dances
- Illegal, immoral, or highly controversial uses will not be allowed
- Alcoholic beverages are not allowed in or around any school facilities.
- College Place Public Schools is a drug, tobacco, and gun free zone.
- Liability for damage or injuries will be the responsibility of the group or individual using the facilities.

Facility Rental Fees Worksheet

Please complete this worksheet to reserve specific spaces and estimate costs

Community and/or Non-Profit-Making Groups

Non-Community and/or Profit-Making Groups

Circle Site

AVAILABLE ROOM SPACES					
CPHS Gymnasium	HS		\$40.00/HR	\$55.00/HR	\$
Gymnasium	D S		\$35.00/HR	\$50.00/HR	\$
Commons	S HS		\$30.00/HR	\$45.00/HR	\$
CPHS Stage or SMS Multi-Purpose Room	S HS		\$25.00/HR	\$40.00/HR	\$
Kitchen	D S/HS		\$35.00/HR	\$50.00/HR	\$
Parking Lot	D S HS		\$25.00/HR	\$45.00/HR	\$
FIELD RENTAL RATES					
Softball	D HS		\$30.00 first 4 HR \$50.00 full day	\$40.00 first 4 HR \$60.00 full day	\$
Baseball	HS		\$30.00 first 4 HR \$50.00 full day	\$40.00 first 4 HR \$60.00 full day	\$
Practice/Soccer Field	HS		\$30.00 first 4 HR \$50.00 full day	\$40.00 first 4 HR \$60.00 full day	\$
Football Stadium (w/Lights + \$40.00)	HS		\$40.00 first 4 HR \$75.00 full day	\$50.00 first 4 HR \$100.00 full day	\$
Track (only) Stadium (w/Lights + \$40.00)	HS		\$30.00 first 4 HR \$50.00 full day	\$40.00 first 4 HR \$60.00 full day	\$
Tennis Courts	HS		\$30.00 first 4 HR \$50.00 full day	\$40.00 first 4 HR \$60.00 full day	\$
CUSTODIAN, KITCHEN, AND SUPPORT STAFF RATES					
Custodian			Hourly Wage		\$
On Call Personnel			Hourly Wage		\$
On Site Support Personnel			Hourly Wage		\$
Audio/Visual Support			Hourly Wage		\$
EQUIPMENT USE RATES					
Equipment use Support			Hourly Wage	Hourly Wage	\$
Audio/Visual Support			Hourly Wage	Hourly Wage	\$
Gym Floor Covering			\$100.00/day + Setup/Removal Wage	\$100.00/day + Setup/Removal Wage	\$
Score Board			\$10.00/day	\$10.00/day	\$
Press Box			\$20.00/day	\$20.00/day	\$
Baseball/Softball Field Maint. Equipment			\$20.00/day	\$20.00/day	\$
Concession (Boosters Provided)			Check if requesting	Check if requesting	\$
Bathrooms			Custodial Fees Apply	Custodial Fees Apply	\$
Track and Field			Check if requesting	Check if requesting	\$
*Pole Vault			\$40.00/day	\$50.00/day	\$
*High Jump			\$40.00/day	\$50.00/day	\$
*Long Jump			\$15.00/day	\$20.00/day	\$
*Flagging/Javelin			\$15.00/day	\$20.00/day	\$
*Disc/Shot			\$15.00/day	\$20.00/day	\$
*On-Site Support Personnel Required					\$



COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Avenue
College Place, WA 99324

509.525.4827
Fax 509.525.3741
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Facility Indemnification Agreement

Insurance. Lessee shall procure and maintain in force, without cost or expense to Lessor, on or before the commencement date of this Agreement and throughout the Agreement term or as long as Lessee remains in possession of the Facility, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the Facility with liability limits of not less than \$1,000,000, per occurrence. Lessor shall be named as additional insured on all such policies, which policies shall in addition provide that they may not be canceled or modified for any reason without fifteen (15) days prior written notice to Lessor. Lessee shall provide Lessor with a certificate or certificates of such insurance within (10) days of the execution of this Agreement.

Self-Insurance. If Lessee is self-insured through the Office of State Risk Management, a certified statement setting out (1) program approval of the state risk manager, and (2) coverage(s) (including additional named insured) enumerated in Paragraph Five (5) of this Agreement shall be appended to this Agreement.

Agreement to Indemnify. Lessee shall indemnify the Lessor from, and against, any and all claims, demands, causes of action, suits or judgments, including, but not limited to, any claims of insurance carriers, the Department of Labor and Industries, the Department of Social and Health Services, and any federal agency, health care provider of governmental taxation agency, (including costs and expenses incurred in connection therewith), for deaths or injuries to persons or for loss of or damage to property arising out of, or in connection with, the use and occupancy of the Facility by Lessee, its agents, servants, employees, or invitees. In the event of any claims made or suits filed, Lessor shall give Lessee prompt written notice thereof and Lessee shall have the right to defend or settle the same to the extent of its interest hereunder.

*Insurance may be required prior to formal booking of the event

Application Date

Application: ☐ Accepted ☐ Denied

LESSEE (Name & Title)

LESSOR (Name & Title)

College Place Public Schools does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups.

Persons needing accommodation in the application process or need this announcement in an alternative format may contact the College Place Public Schools Administration Office.

The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX : Marissa Waddell, mwaddell@cpps.org; Civil Rights and Section 504 Coordinator: James Fry, jfry@cpps.org; (509) 525-4827, 1755 South College Avenue, College Place, Washington, 99324