



# APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

## Kent School District No. 415

**PLEASE SUBMIT QUARTERLY**

FALL (Sep-Nov) Aug 1

SPRING (Mar-May) Feb 1

WINTER (Dec-Feb) Nov 1

SUMMER (Jun-Aug) May 1

DATE OF APPLICATION \_\_\_\_\_

Application **with insurance** must be submitted at least 10 days prior to use for the application to be considered. **Applications submitted without insurance will not be accepted.**

**NOTICE: NO RIGHT TO USE FACILITY UNTIL SIGNED APPROVAL OF THIS APPLICATION IS RECEIVED BY APPLICANT!**

User/Group Name \_\_\_\_\_ Responsible Person \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

School Requested \_\_\_\_\_ Email \_\_\_\_\_

- Auditorium     Cafeteria     Kitchen Area     Stoves/Oven     Classroom     Multipurpose Room
- Soccer Field     Football Field     Baseball Field     Softball Field     Main Gym     Auxiliary Gym
- Other (Specify) \_\_\_\_\_     Equipment Needed: \_\_\_\_\_

Number of Persons Expected:    Adult \_\_\_\_\_ Youth \_\_\_\_\_ Total Attendance \_\_\_\_\_

Elementary Sites Only:    Heat requested after 5:00 PM?    (Fee to be applied)     Yes     No

Dates(s) Requested \_\_\_\_\_ Day(s) of the Week \_\_\_\_\_

Room \_\_\_\_\_ Time (Please include Setup/Cleanup Time): From \_\_\_\_\_ To \_\_\_\_\_ am/pm Total Hours Day \_\_\_\_\_

Room \_\_\_\_\_ Time (Please include Setup/Cleanup Time): From \_\_\_\_\_ To \_\_\_\_\_ am/pm Total Hours Day \_\_\_\_\_

Room \_\_\_\_\_ Time (Please include Setup/Cleanup Time): From \_\_\_\_\_ To \_\_\_\_\_ am/pm Total Hours Day \_\_\_\_\_

What is the nature/purpose of the facility use? \_\_\_\_\_

Admission (if any)    Child \$ \_\_\_\_\_ Adult \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ How much anticipated net? \_\_\_\_\_

**Agreement & Insurance:**

The above referenced Group/Organization hereby makes application to Kent School District No. 415 for the use of school facilities as described above. The undersigned representative makes this application on behalf of the Group/Organization and certifies that the information given in this application is true and correct. The applicant agrees to strictly observe and enforce all rules and regulations of the Kent School District, the principal of the school in which the facilities are requested, as well as those enumerated in the Community Use Applicant's Responsibility form attached hereto. The applicant further agrees that the applicant and the responsible officers or representatives of the applicant Group/Organization must, as a condition to this request, sign the attached indemnity agreement prior to final approval.

The Kent School District does not maintain insurance that will respond to claims against the applicant arising out of the use of the facilities by the Applicant, its members, or those attending the event. The applying Group/Organization is required to be covered by comprehensive general liability insurance. The applicant is responsible for obtaining said insurance and, at the time this application is presented, must also present satisfactory proof that such a policy is or will be issued to cover the proposed use if this request is approved. **The application will not be approved until satisfactory evidence of insurance naming Kent School District as additional insured is presented in a face amount of not less than \$1,000,000 for state-certified, non-profit organizations and \$5,000,000 minimum for all other groups that are operated for a profit.**

Date \_\_\_\_\_ By \_\_\_\_\_

### KENT SCHOOL DISTRICT FACILITIES AND CAMPUSES ARE TOBACCO-FREE, DRUG-FREE, WEAPON-FREE EVERYDAY, ALL DAY, BY EVERYONE

(BELOW - TO BE COMPLETED BY SCHOOL SECRETARY, ASB SECRETARY OR DISTRICT OFFICE SECRETARY)

**Rental Fees & Miscellaneous Charges** (To be determined by District Office)

Approved - No Charge \_\_\_\_\_

\*Designee Signature

\*Principal's designee - acceptance of responsibility, security and cleanup in lieu of a custodian

Approved With Charges

\*ESTIMATED TOTAL \$ \_\_\_\_\_ In District Event \_\_\_\_\_ Out of District Event \_\_\_\_\_

\*Please see attached Estimated Expense Worksheet.

Disapproved Reason: \_\_\_\_\_

Principal's Signature

Date

District - Athletics/Activities Director

Date

Insurance

KENT SCHOOL DISTRICT  
Community Use Applicant's Responsibilities

1. **Timing:** An application for use of Kent School District buildings or grounds must be made on school district forms at least 10 calendar days prior to the beginning date of the intended use. All applications must include the name, home address, home and work phone numbers, and e-mail of the person(s) who will be responsible for sponsorship, supervision and security of the facility.
2. **Approval:** Applicant must receive an approved copy of the application and permit prior to usage.
3. **Insurance:** Applicant and the responsible representative(s) of the applicant organization must submit a Certificate of Insurance naming Kent School District as additional insured with the application. Applicant must exercise the proper care in the use of the school premises.
4. **Use:** It is the Applicant's responsibility to state on the application, in detail, the intended use of the facility.
5. **Payment:** Applicant must have prior use invoices paid in full before a new application will be considered.
6. **Damage:** Application for a school facility shall constitute acceptance by the Applicant of the responsibility for any damage done as a result of its use of school facilities. In the event damages occur, Applicant shall accept the Business Manager's estimate as to the cost to repair the damage.
7. **Gym Shoes:** Applicant group must wear appropriate shoes for activities for the duration of the activity.
8. **Supervision:** Applicant must provide satisfactory adult supervision of all activities for the duration of the activity.
9. **Conduct:** Boisterous conduct, profane or improper language, use of alcoholic beverages, and other objectionable practices will not be allowed and must be controlled by the using organization. Smoking will not be permitted in or on any school district property per Policy 4215. Alcoholic beverages, illegal drugs and narcotics are prohibited for possession or consumption on school premises and school grounds.
10. **Clean-up:** Before leaving the building or grounds all groups will pick up, clean, and put in order the facility used by them for their activity. The District reserves the right to assess charges against the Applicant for cost incurred in restoring facility to its original state if the Applicant fails to do so.
11. **Cancellation:** Applicant will notify both the Building Administrator and the District Athletics/Activities Department of any cancellation of previously scheduled facilities in ample time to plan according. In case of failure to do so, the District may bill for expenses incurred in preparation for use of the facilities requested.
12. **Inappropriate Use:** Applications will be disapproved for any use which, in the judgment of the Business Manager or Athletic/Activities Director may be contrary to the best interest of the schools or the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided. This shall include proper police and fire protection where necessary.
13. **School Representative:** A member of the District's custodial staff, or designee(s) approved by the Principal must be present whenever community activities take place within a building.
14. **Cancellation-Modification:** The District reserves the right to cancel any permit given and to refund any payment made for the use of school buildings or grounds where it deems such action advisable and for the best interests of the District, or to modify its policies at any time.
15. **Certification:** By signature of its representative below, Applicant certifies that it has read the application and attachments, understands the responsibilities contained herein and agrees to comply with and abide by the commitments set forth herein.
16. **Indemnification:** The undersigned representative(s) do hereby agree to indemnify and hold harmless Kent School District from any and all claims which may hereafter arise out of any and all activities involved with or in connection with the use and/or occupancy of School District property as per this application, whether or not SUCH ACTIVITIES ARE DIRECTLY OR ONLY INCIDENTALLY RELATED TO THE SPECIFIED USE(S) OF THE PROPERTY, AND WHETHER OR NOT THEY ARE caused IN WHOLE OR PART by the School District's sole or concurrent negligence. THIS indemnity includes the duty to defend the School District against any and all such claims, or pay the cost of all reasonable attorney fees incurred by the School District if the School District deems it necessary that the School District provides its own defense.

User/Group Name: \_\_\_\_\_  
Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_