

Centralia School District #401 School Facilities Rental and Use Agreement

Name of Organization		Date	
Name of Representative		Title	
Billing Address _____ _____ _____		Phone (H) _____ (W) _____ FAX _____	
School Building/Facility	Dates (List Individually)	Time Activity to begin _____ am/pm Activity to end _____ am/pm	Open to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No Admission Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No Participation Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No Number Attending? _____
Space Requested		% of Participants/Attendees from Centralia _____	
Description of Activity		Special Instructions	
<p>I hereby certify, on behalf of my organization, that I shall be personally and severally responsible for any damage or unnecessary abuse of school buildings, grounds, or equipment growing out of occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of the Centralia School District governing the non-school use of buildings, grounds, and equipment as printed on the reverse side of this form. We agree that the School District, its agent, employees and directors shall not be liable for any damage to person or property by reason of the negligent acts of applicant, its agents, employees, invitees or subcontractors. We agree to protect, indemnify for costs, legal and other expenses, and hold harmless the School District and its officers, employees, directors and agents from all claims, liabilities or suits arising out of injury to person or property from negligent acts of applicant, its agents, employees, invitees or subcontractors, and thereby applicant assumes all such claims, liabilities or suits.</p> <p style="text-align: center;"><i>Please contact the School Office if you have any questions, changes, or cancellations.</i></p>			
I have read and understand all RULES AND REGULATIONS specified on the back of this form; I am authorized to sign this agreement. _____ Applicant Signature		<p style="text-align: center;">APPROVAL</p> <p>_____ Building Administrator Date</p> <p>_____ Assistant Superintendent Date</p>	

For School District Use Only

Insurance Certificate Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Waiver of Fees Approved By: _____ Superintendent or designee Date
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Charges to User

	Rental	\$ _____
Custodian on Duty: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Custodial Services: Reg/O.T. _____ hours @ \$ _____ per hour		\$ _____
Food Service: Reg/O.T. _____ hours @ \$ _____ per hour		\$ _____
	Total Charges	\$ _____
Deposit Paid _____ Date _____	Total Due	\$ _____

Remittance to be paid to: Centralia School District ♦ PO Box 610 ♦ Centralia, WA 98531-0610

White - District Office Yellow - Building Pink - Facility Director Goldenrod - Organization Requesting Use

CENTRALIA SCHOOL DISTRICT #401 SCHOOL FACILITIES RENTAL AND USE AGREEMENT

This schedule is subject to revision as conditions and costs to the school district change.

All fees listed are effective at the time the user group desires access to and use of the facility until event is over. **CUSTODIAL CHARGES ARE EXTRA.** (Charges are based on weekend and evening usage, when school is in session).

	Class I per use	Class II per use	Class III per use
HIGH SCHOOL			
Gym*	250.00	250.00	750.00
Commons	50.00	75.00	225.00
Commons with Kitchen**	150.00	175.00	525.00
Classrooms (each)	10.00	20.00	60.00
Classitorium	50.00	75.00	225.00
Computer Lab	50.00	75.00	225.00
Batting Cages	175.00	250.00	500.00
MIDDLE SCHOOL			
Gym*	200.00	250.00	750.00
Commons	50.00	75.00	225.00
Commons with Kitchen**	150.00	175.00	575.00
Classrooms (each)	10.00	20.00	60.00
Computer Lab	50.00	75.00	225.00
ELEMENTARY			
Gym*	50.00	75.00	225.00
Kitchen and Gym**	75.00	100.00	300.00
Classrooms (each)	10.00	20.00	60.00
Computer Lab	50.00	75.00	225.00
STADIUM			
Day	350.00	350.00	1,000.00
Night	450.00	450.00	1,100.00

The above fees are for facility use beyond the regular school day. Additional costs for custodial or other employee supervision will be charged at the overtime rate and for not less than two hours.

* Assumes up to 8 hours of usage.

** The use of kitchens may entail extra charges. Supervision by a regular school food service employee at the current district wage scale may be required.

Groups renting facilities are requested to complete all rental requirements at least 10 days in advance of usage.

Clean up must be prearranged with the facilities and maintenance director or the user will be charged at the current district wage for hours actually worked. Rates do not reflect additional charges for supervision, dressing rooms, and any additional "special" services.

Final additional charges and billing will be determined by the Centralia School District Administration office.

The district may require that applicants provide evidence of insurance and name the district as the additional insured.

In the event that the applicant/group is charging an Admission Fee or Participant Fee, the District will require a revenue and expense worksheet to be attached to this form for review.