



OAK HARBOR SCHOOL DISTRICT NO. 201 SCHOOL FACILITY USE APPLICATION

Application Date _____

APPLICATION MUST BE SUBMITTED AT LEAST TEN (10) BUSINESS DAYS PRIOR TO START DATE

Name of Organization _____ Contact Person _____

Phone _____ Alternate Phone _____ Email _____

Mailing Address _____

Billing Contact _____ Phone _____ Alternate Phone _____

Billing Address _____

Description of Activity _____ Number of Participants _____

Date(s) Requested _____

Time in _____ Time out _____ Time _____ Time _____
(including set-up time) (including clean-up time) Event Starts Event Ends

| Location Requested (Circle one) | | | |
|--|---|---|---------------------|
| (Submit separate applications for each site requested) | | | |
| Administrative Services Center (ASC) | Broadview Elementary School (BVE) | Oak Harbor Middle School (OHMS) | |
| Oak Harbor Elementary School (OHE) | Olympic View Elementary School (OVE) | North Whidbey Middle School (NWMS) | |
| Crescent Harbor Elementary (CHE) | Hillcrest Elementary School (HCE) | Oak Harbor High School (OHHS) | |
| Veterans Memorial Stadium | Other: _____ | | |
| Area Requested (Circle each as needed) | | | |
| Classroom # | Gym | Kitchen <small>(requires on-site OHSD Food Service Employee)</small> | OHHS Field House |
| Computer Room | Cafeteria/Commons | Parking Lot | OHHS Commons |
| Multipurpose Room | ASC Meeting Room <small>(specify):</small> | Athletic Field (specify): | OHHS Tennis Courts |
| Library | ASC Board Room | Other: _____ | |
| Equipment Requested (Circle each as needed) | | | |
| Chairs | Tables | TV/VCR/DVD | Microphone & Podium |
| Overhead Projector & Screen | | | |
| Other equipment / notes for set-up: | | | |

| OHSD Staff Use Only | | | | | |
|---|--------|---------------------------------------|--|------------------------------|--|
| Priority User Group Number: | | Certificate of Insurance required? | YES NO | Date received: | |
| Washington State HB 1824 Lystedt /Concussion Law Form | | | | Yes No Date Received: | |
| Required by all non-profit youth sports programs using publicly owned athletic facilities | | | | | |
| APPROVAL | | | | | |
| Principal _____ | | Date _____ | For Official Use Only: Area Fee _____ hours x \$ _____/hr \$ _____ Area Fee _____ hours x \$ _____/hr \$ _____ Custodial Fee _____ hours x \$25/hr \$ _____ Food Service _____ hours x \$25/hr \$ _____ Student Light Crew _____ hrs x \$ _____/hr Student Sound Crew _____ hrs x \$ _____/hr \$ _____ Annual Fee (recurring rentals, per location) \$ _____ Invoice #: _____ Amount billed: \$ _____ | | |
| Maintenance _____ | | Date _____ | | | |
| CUSTODIAN TO BE ASSIGNED? | YES NO | | | | |
| Custodial _____ | | Date _____ | | | |
| Business Office _____ | | Date _____ | | | |

Although school facilities are designed primarily for school purposes, it is the policy and desire of the Board of Directors to make school buildings available to community groups, provided there is no interference with the regular school program or any violation of state or federal laws. Precautions must be taken to ensure proper use and care of school property and facilities. In the event there is a conflict in scheduling a facility, priority will be determined at the sole discretion of the District. The District reserves the right to cancel any approved application when it is deemed in the best interest of the District.

- A responsible adult must be in charge and present for the entire time the school building is being used. Supervision of those in attendance will be the responsibility of the user renting the facility. Activities must be confined to the area authorized for use. No decoration or application of material to walls or floors will be allowed without permission of the building principal. Users are required to remove, at their own expense, any materials, equipment, furnishings, or rubbish left after use of a school facility. The school assumes no responsibility for materials or equipment stored or left on school premises.
- Tobacco, alcoholic beverages, illicit drugs, or firearms/weapons of any kind are prohibited in school buildings or on school property, including outdoor and parking areas in accordance with State and Federal laws.
- A paid school district employee must be in the building for the duration of the rental. Tipping school district employees is not permitted. Do not remit payment to any on-site employee. Complete rental fees will be billed by Oak Harbor School District after the rental has concluded.
- If use of a kitchen is requested, an OHSD food service employee who is qualified to work in that area must be present for supervision.
- Proper shoes must be used at all times on gym floors.
- Collection of money, sale of tickets, ushering, etc., is the responsibility of the user.
- The school, upon request, must be provided with a program for the proposed activity involved in the rental of a school building.
- At district request, the user may be required to procure a Comprehensive General Liability insurance policy with a minimum of \$1,000,000.00 combined Single Limit per occurrence, naming the district as additional insured.
- If self-insured, the user must provide proof of insurance coverage acceptable to the district for the purpose of the rental. Certificate of Insurance must be provided to the district at least 2 weeks before facility use begins.
- Any group using school facilities will be liable for any damage to property or equipment and will be denied further use of school property until all claims have been satisfied. School authorities may refuse use to a group when excessive difficulty or damage has occurred or when unusual cleanup has been required. Refusal of use may be appealed to the Board of Directors.

The undersigned hereby makes application to Oak Harbor School District 201 for the use of school facilities described above and certifies that the information provided in the application is correct. The undersigned further states that he/she has the authority to make this application on behalf of the applicant and agrees that the applicant will observe all rules and regulations of Oak Harbor School District. The applicant agrees to exercise the utmost care in the use of the school premises and property, and to protect, indemnify, and hold harmless the district, its elected and appointed officials, employees, agents, and staff from any and all claims, liabilities, damages, expenses, or rights of action directly or indirectly attributable to the applicant's activities and/or use of premises in connection with this agreement, except for the sole negligence of the district. Applicant signature certifies that the entire form has been reviewed and acknowledges the requirements for renting facilities in Oak Harbor School District.

Authorization for use of facilities does not constitute OHSD endorsement as a school sponsored event or activity.

Applicant must notify school principal or district office of intent to cancel, at least 48 hours prior to time of use. Applicant will be responsible for any fees incurred by Oak Harbor School District if District is not promptly notified.

Applicant Signature _____

Date _____

SCHOOL FACILITY USE FEE SCHEDULE

The District reserves the right to assign users in the priority groups listed below.

| | Group 1 | Group 2 | Group 3 | Group 4 |
|--------------------------------|--|--|--|---|
| | Oak Harbor School District events, ASB, student, or school club functions | School support organizations (PTAs and Booster Clubs) nonprofit youth groups, public interest | Recreational groups or community service organizations | Commercial or for-profit organizations |
| Custodial Fee* (per person) | \$25.00 / hr | \$25.00 / hr | \$30.00 / hr | \$30.00 / hr |
| | No charge if within normal custodial hours; otherwise, \$25.00 per hour, with 2 hour minimum | | Charge will apply for entire rental period; 2 hour minimum charge for rentals on Saturday, Sunday, non-school days, and holidays | |

| | | | | |
|---|-----|---------|--|--------------|
| Annual Fee (non athletic recurring rentals, per location) | --- | \$50.00 | N/A | N/A |
| Athletic Youth Groups | --- | --- | \$25.00 / 2 hr Each additional hour \$12.50 | --- |
| Classroom Library ASC Meeting Room | --- | --- | \$12.00 / hr | \$18.00 / hr |
| Computer Room Kitchen ASC Board Room | --- | --- | \$20.00 / hr | \$30.00 / hr |
| Multipurpose Room Cafeteria Gym OHHS Field House OHHS Commons | --- | --- | \$20.00 / hr | \$35.00 / hr |

| | | | | |
|--|-----|-----|-----|-----|
| OHHS Tennis Courts** Athletic Fields** Parking Lot** | --- | --- | --- | --- |
|--|-----|-----|-----|-----|

| | | | | |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Food Service Employee Fee (per person) | \$25.00 / hr (with 2 hour minimum) | \$25.00 / hr (with 2 hour minimum) | \$25.00 / hr (with 2 hour minimum) | \$25.00 / hr (with 2 hour minimum) |
| Student Light/Sound Crew (per person) | \$12.00 / hr | \$12.00 / hr | \$20.00 / hr | \$20.00 / hr |
| Veterans Stadium Memorial** with lights | --- | --- | \$75.00 / hr | \$75.00 / hr |
| Veterans Stadium Memorial** without lights | --- | --- | \$35.00 / hr | \$35.00 / hr |

*Additional fees for extensive set-up and/or clean-up may be assessed at the discretion of the district.

**Outdoor athletic facilities do not have restroom facilities. Groups must provide portable toilets at own expense.

OAK HARBOR SCHOOL DISTRICT

Compliance Statement for HB 1824, Youth Sports-Head Injury Polices

_____ requests the use of the

_____ 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.

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:

Representative of Private Non-Private Youth Sports Group

_____ (Date)

*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.

6/9/09