

## FACILITY USE APPLICATION AND AGREEMENT

Sumner School District No. 320  
 1202 Wood Avenue  
 Sumner, WA 98390  
[www.sumner.wednet.edu](http://www.sumner.wednet.edu)

Sumner Performing Arts Center  
 1707 Main Street  
 Sumner, WA 98390  
 Phone: 253.891.5560 Fax: 253.891.5585  
 To schedule: [facilities\\_scheduling@sumner.wednet.edu](mailto:facilities_scheduling@sumner.wednet.edu)

Group Requesting Facility \_\_\_\_\_

Mailing Address

City/State/Zip

Phone Number

Contact Person/Title

Fax Number

Email Address

Cell Number

List ALL requested dates: \_\_\_\_\_ Will you have rehearsal: \_\_\_\_\_ Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time out: \_\_\_\_\_

Hours of the Event: Time In: \_\_\_\_\_ Open House: \_\_\_\_\_ Curtain: \_\_\_\_\_ End Event: \_\_\_\_\_ Out: \_\_\_\_\_

Requested Facilities:  Theater  Green Room  Choir Room  Band Room  Commons

Program/Activity: \_\_\_\_\_

Audience Count: \_\_\_\_\_ What type of supervision will be provided? \_\_\_\_\_

**Equipment Needs:**

- |                                              |                                              |                                        |                                             |
|----------------------------------------------|----------------------------------------------|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Stage Lighting      | <input type="checkbox"/> Rehearsal Piano     | <input type="checkbox"/> Chairs #_____ | <input type="checkbox"/> Projector          |
| <input type="checkbox"/> Follow Spot         | <input type="checkbox"/> Grand Piano         | <input type="checkbox"/> Tables #_____ | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Sound               | <input type="checkbox"/> Choir Risers #_____ | <input type="checkbox"/> Stage Manager | <input type="checkbox"/> Pit / Floor Area   |
| <input type="checkbox"/> Side Stages         | <input type="checkbox"/> Acoustical Shell    | <input type="checkbox"/> House Manager | <input type="checkbox"/> Row "A" Added      |
| <input type="checkbox"/> Expandable Seating* | <input type="checkbox"/> Mics #_____         | <input type="checkbox"/> Stage Crew    |                                             |
| *Takes capacity from 400 to 800              | <input type="checkbox"/> Music Stands #_____ | <input type="checkbox"/> Ushers        |                                             |

**Special Requests/Instructions:**

**The person in charge is responsible for having the building custodian secure the rooms used at the completion of the activity.**

**PAYMENT OF FACILITY USE FEES:** Confirmation of rental will include an estimate of fees. If the rental time exceeds the time listed on this application, additional fees will be billed accordingly, after the event. Terms are net ten (10) days.

This application is made subject to District Policy and Regulation 4350.1 for the use of public school facilities. The undersigned agrees that these rules shall be strictly observed and accepts the entire responsibility for their enforcement and hereby is responsible for fees incurred. Further, the User agrees 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 User's activities and/or use of premises in connection with this agreement, except for sole negligence of the District. If the fields are being rented, the applicant agrees they have been inspected and found suitable and safe for use. Groups are required to provide general liability coverage of no less than \$1 million dollars per occurrence. The School District must be named as an additional insured on said policy. Coverage cannot be cancelled or reduced without thirty (30) day's written notice to the district. The applicant declares that the organization does not practice discrimination of any kind.

- (initial or check box) I have read and agree to the Facility Regulations and Procedures on the next page (page 2).
- (initial or check box) 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 completed and approved by the school district &/or designee.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

District Approval	Certificate of Insurance	Reservation Number	User Category
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The Sumner School District (SSD) reserves the sole right and responsibility to determine the use and scheduling of all facilities and/or equipment located on its property. Rental rates, acceptable use, and extent of use of SSD premises, facilities and/or equipment are at the sole discretion of the District. Refer to District Regulations and Procedures 4350.1-P for more information on the right to cancel and building use requirements. This information is provided as an abbreviated outline to complement the application document.

**Scheduling:** School functions and education-related organizations will have first priority. The continued use of a facility is not automatically guaranteed. School or district needs can supersede approval for other ongoing activities. A use application form shall be completed and filed with the District Athletics & Facilities Scheduling Office no less than five (5) business days in advance of intended use.

Use of the building is canceled when the building is closed by an emergency, such as school closures for inclement weather or other unforeseen circumstances. Situations that arise during an activity that require the assistance of district personnel normally not on duty will result in additional charges (i.e. fire alarms, bomb threats, mechanical/electrical problems. etc.).

A building custodian must always be in the building during the use of facilities. Ask the custodian how he/she can be contacted in case of emergency. The custodian will be performing work for the school district and will also help resolve emergency situations. The custodian is not authorized to admit anyone into areas not specifically scheduled or provide equipment not previously authorized.

**Deposit:** A deposit must be paid as part of the scheduling procedure five (5) working days prior to the scheduled use. Facility use fees under \$50.00 are to be paid in full; facility use fees over \$50.00 are required to pay a 50% deposit, with net due in ten (10) days. Cancellations must be made through the District Athletics & Facilities Scheduling Office at least five (5) business days prior to the event to receive a full refund of the prepaid amount. Refunds will not be made for a later cancellation or no-show.

**Insurance:** Proof of liability insurance will be required of all non-school related groups requesting the use of school district facilities.

**Restrictions:** Sumner School District is a tobacco-free district. The use of tobacco on ALL district property is prohibited (this includes school district parking lots).

Weapons, firearms, open fire or flame (i.e. candles), helium balloons and cooling are prohibited.

Misconduct, profane and improper language, use of intoxicating beverages and/or controlled substances, the carrying of weapons, or other violations of district policy or regulations will be sufficient cause for denial or termination of a use permit.

Appropriate shoes are required on gym floors and specialized playing surfaces.

**Use of Facility:** Adult supervision is required for all activities, and in all areas, facilities and fields, including restrooms and hallways. Unless specific arrangements have been previously made, the adults using the facility are responsible for setup and general cleanup. Prior approval is needed before applying material to walls, floors or ceilings. Decorations must be removed before leaving. This includes restrooms and adjacent hall areas. All areas must be left in the original condition. User is responsible to contact the custodian prior to departure, using the pager number provided. Users will be billed for any overtime custodial hours due to additional custodial time needed to restore facility to school time preparedness.

**Use of Equipment:** Use of school/audio visual/electronic equipment must be specifically requested. Certain equipment is subject to operation only by a district employee. Discuss in advance requests for special equipment or special setup.

**Fields:** The playing fields in the Sumner School District are available to the public for a variety of uses. Groups will be charged for an outdoor portable restroom for their participants and fans.

**Parking:** Vehicles must be parked in designated parking areas. Supervisors of the activity should make sure their groups and fans are not blocking or inhibiting district patrons or emergency access. Vehicles parked on sidewalks, grass, or in designated fire lanes can be impounded. Vehicles left in parking lots after an activity run the risk of being locked in, if left longer than the custodian is available and gates are locked.