

Coupeville School District
501 South Main Street, Coupeville, WA 98239
Request for Use of District Facilities

Booked _____	For office use
Insurance _____	
Billed _____	

District facilities and equipment are reserved primarily for the education of students in academic, athletic, activity, and other district/school programs. The public is encouraged to use school facilities but may be expected to pay rental fees and/or reimburse the district for custodial or other services to ensure that funds intended for education are not used for other purposes.

To use Coupeville School District facilities, please complete this page, review, and sign the Regulations for Use of School Facilities. Requests must be made **at least two weeks**, but no more than one year, before the date of requested use. You mail, drop off, email or fax the completed and signed form to Jamie Easton, 501 S. Main St., Coupeville, WA 98239, jeaston@coupeville.k12.wa.us, 360-678-4834 (fax).

The online calendar will show tentative availability of facilities, <https://coupeville.tandem.co/>. School activities and district/school-sponsored events have priority over community use of facilities.

Use Fees. The district rental fee schedule is on page 3. The district reserves the right to identify the user group designation and/or to request documentation to support your self-classification. Please do not send payment until you receive an invoice.

Individual or Organization _____	User Group _____
Will money be collected (admission, donations, booth fee, etc.) for or at this event? ___ YES ___ NO	
Mailing Address _____	
Individual(s) in Charge _____	
Phone _____	Email _____
Purpose of Use _____	Number expected to attend/participate _____
Date(s) Requested _____	from _____ AM / PM to _____ AM / PM
Date(s) Requested _____	from _____ AM / PM to _____ AM / PM

Please submit this form at least two weeks before facilities are needed. See page 4, #11 for insurance requirements.

FACILITY REQUESTED		
(Maximum occupancy noted in parentheses)		
Middle and High School <input type="checkbox"/> Performing Arts Center (375) <input type="checkbox"/> Theater Seating <input type="checkbox"/> Table/Chair Seating <input type="checkbox"/> Entire Stage <input type="checkbox"/> Stage Apron <input type="checkbox"/> Green Rooms # needed _____ <input type="checkbox"/> Commons (250) <input type="checkbox"/> Library <input type="checkbox"/> Gymnasiums* HS____ MS____ <input type="checkbox"/> Concession Booth <input type="checkbox"/> Locker Rooms HS ____ MS____ <input type="checkbox"/> Field(s)* _____ _____	Elementary School <input type="checkbox"/> Multi-Purpose Room* (300) <input type="checkbox"/> MPR Kitchen <input type="checkbox"/> MPR CES Gym* (150) <input type="checkbox"/> MPR Concession Booth <input type="checkbox"/> Library <input type="checkbox"/> Classrooms: # needed _____ Middle School: <input type="checkbox"/> Classrooms: # needed _____ High School: <input type="checkbox"/> Classrooms: # needed _____ <input type="checkbox"/> Parking Lot(s) _____ _____	EQUIPMENT NEEDED <input type="checkbox"/> Cafeteria tables for _____ people <input type="checkbox"/> Tables _____ total <input type="checkbox"/> Chairs for _____ people <input type="checkbox"/> Microphone <input type="checkbox"/> Podium <input type="checkbox"/> Screen <input type="checkbox"/> Other _____ SERVICES NEEDED <input type="checkbox"/> Catering for _____ people <input type="checkbox"/> Custodial Services <input type="checkbox"/> PAC Lighting <input type="checkbox"/> Football field lights <input type="checkbox"/> Other _____

* See page 4, #12

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User Agrees:

As the user signing this form, I agree on behalf of myself, the named organization (if any), and the individuals attending the event:

- that the school district and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors.
- to comply with all regulations in paragraphs 1-13, Page 4, in connection with events held in district facilities.
- to protect, indemnify for legal costs and other expenses, and hold harmless, the district and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the district.
- to ensure compliance with the above rules and regulations for use by all in attendance during use.
- to not exceed the maximum occupancy of the facility as stated on this form.
- to compensate the district for any damage that occurs due to user's negligence during the time the user is responsible for the facility and pay for any lost keys issued to me.

I certify that the information given in this application is current, and that I have the authority to make this application for the applicant. I further agree to reimburse the Coupeville School District for any damage arising from the applicant's use of district facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of school district facilities or equipment will be reported to school district authorities immediately at 360-678-2404.

Printed Name of User _____

Signature of User _____ Date Signed _____

Title/Organization _____

Facility Use Fee Schedule

The following fee schedule will apply to use of Coupeville School District facilities. Rental and additional service fees are due upon receipt of a final invoice from the district. When use is mutually beneficial to the user and the district, the superintendent may negotiate a written agreement with the user. At its discretion, the district may require a paid district event coordinator to be present during an event, depending on the size and/or complexity of the event.

Facility	Group 1 *	Group 2	Group 3
Classroom, Library, Staff Lounge, Conference Room	\$0.00	\$5.00/hr	\$10.00/hr
Multi-Purpose Room (MPR)	\$0.00	\$10.00/hr	\$20.00/hr
MPR Kitchen **	\$0.00	\$10.00/hr	\$20.00/hr
Performing Arts Center (PAC)	\$0.00	\$10.00/hr	\$20.00/hr
Commons	\$0.00	\$10.00/hr	\$20.00/hr
MS/HS Gym	\$0.00	\$10.00/hr	\$20.00/hr
Gym Concession Stand	\$0.00	\$10.00/hr	\$20.00/hr
Gym Locker Rooms (1 or 2)	\$0.00	\$10.00/hr	\$15.00/hr
ES MPR Gym	\$0.00	\$10.00/hr	\$20.00/hr
MPR Concession Stand	\$0.00	\$10.00/hr	\$20.00/hr
Fields for Athletic Use ***	\$0.00	\$0.00	\$100.00/hr 2 hr minimum
Support Services			
Lighting for PAC	\$0.00	\$15.00/hr	\$15/hr
Lights for Football/Soccer Field	\$0.00	\$50/use	\$50/use
Custodian (if required)	\$30.00/hr	\$30.00/hr	\$30.00/hr
Catering: Contact Andreas Wurzrainer or Laura Luginbill, 360-678-2452			

* Depending on use, a custodial fee may apply. A custodian or the district employee using the facility opens/closes facility.

** Renter must complete a walk-through with food service director Andreas Wurzrainer or Laura Luginbill, 360-678-2452, prior to use. If used or supervised by a district employee, the employee must have a current food handler's permit and training on all kitchen equipment.

*** The district will charge Groups 2 and 3 for any damage to the field resulting from use. Groups 2 and 3 must provide portable toilets with hand sanitizing facilities.

User Group Classification

The following user groups and fee modifications have been designated by the Board of Directors:

Group 1 - Coupeville School District staff, student and school groups, and school-affiliated groups (PTA, Booster Clubs, Community Foundation for Coupeville Public Schools) and government agencies. Youth organizations (ie: Volleyball Club, Select Soccer / Baseball / Softball, SWISH, Little League or Babe Ruth, etc.) which are made up of a majority (+ 50%) of Coupeville School District students shall be considered as qualifying for Group 1 designation. **PLEASE NOTE:**

- Custodian fees will apply to school-affiliated groups if their event occurs when a custodian is not on regularly scheduled duty.
- Government agencies charging admission or gaining monetary resources for an event will be charged for hours of use OR a maximum of 8 hours per day, at the group 2 rate, with the following modifications: Classroom, art room, library, conference room fees will be \$5/hr for one room; \$10/hr collectively for 2-10 rooms; \$15/hr collectively for 11 or more rooms on the same campus.
- If both the PAC and Commons are scheduled for an event, a combined \$15/hr fee will be charged.

Group 2 - Nonprofit groups and organizations. **PLEASE NOTE:**

- Groups or organizations charging admission or gaining monetary resources for an event will be charged for hours of use OR a maximum of 8 hours per day, at the group 3 rate, with the following modifications: Classroom, library, conference room fees will be \$10/hr for one room; \$15/hr collectively for 2-10 rooms; \$20/hr collectively for 11 or more rooms on the same campus.
- If both the PAC and Commons are scheduled for an event, a combined \$30/hr fee will be charged.

Group 3 - Commercial enterprises, profit-making organizations, and business-related enterprises.

Regulations for Use of School Facilities

1. User groups are identified on the following page. In every instance of facility use, either a district custodian or district employee must be on campus during use and is responsible for unlocking doors and for securing the facility after use.
2. Use of kitchen facilities:
 - The elementary school multipurpose room kitchen includes industrial-use appliances. **User must complete a walk-through with food service director Andreas Wurzrainer or Laura Luginbill, 360-678-2452, prior to use.** If used or supervised by a district employee, the employee must have a current food handler permit and training on all kitchen equipment. Please bring all cooking, serving, and cleaning supplies with you.
 - The middle and high school commons kitchen is not available for public use. Note that users may contract with the district's food service provider for catering. Contact food service director Andreas Wurzrainer or Laura Luginbill, 360-678-2452.
 - The gymnasium concession stand and the MPR concession stand includes a sink. Please bring all serving and cleaning supplies with you.
3. Permission must be obtained before decorations or other materials are applied to walls or floors. The cost to repair surfaces damaged by application of decorations or materials will be charged to the user.
4. Food and beverages are not allowed in carpeted areas, classrooms, gyms (except gym foyer), or the stage or theater seating section of the performing arts center.
5. Gym shoes with non-marring soles are required for all activities held in the gymnasiums to protect the floors.
6. User is expected to remove all items brought into the facility prior to leaving. The area should be left in the same condition in which it was found, with trash deposited in the containers provided.
7. User may only use the facilities requested. Restrooms will be available, except for field use (restroom access may be requested or user will be required to provide portable toilets).
8. Classroom chairs and tables may be placed as needed by the user, but must be returned to their original locations.
9. Smoking, tobacco use, presence or consumption of alcoholic beverages, marijuana, or illicit drugs, profane language, betting/gambling, and weapons are not allowed on school property, including outdoor areas and parking areas.
10. For most instances of facility use, a custodian or the district employee responsible for the event will be available to open and close the facility. (If a key must be issued by the district, the key may be obtained at the district office, 501 South Main Street, Coupeville during regular office hours. **A \$50 key deposit will be required, to be refunded upon return of the key. A \$125 fee will be charged if the key is not returned within one week following the event.**)
11. In accordance with Chapter 28A.335 RCW, individuals and nonprofit groups are required to provide proof of bodily injury coverage of no less than \$50,000 per person/occurrence and no less than \$100,000 aggregate. For-profit businesses or organizations are required to provide proof of general liability coverage of no less than \$1 million per occurrence. Coupeville School District must be named as additionally insured on said policy. Coverage cannot be cancelled or reduced without thirty (30) day's advance written notice to the district.
12. Private, non-profit youth groups, by signing this form, verify that all coaches, athletes, and their parent/guardian **have complied** with Washington State HB 1824, section 2, for the management of concussions and head injuries.
13. Coupeville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The board designates the superintendent to serve as the district's coordinator regarding: Title IX, Section 504/ADA, Civil Rights Compliance, and to handle questions and investigate any complaints communicated to the district of alleged discrimination. Superintendent, 501 South Main Street, Coupeville, WA 98239, 360-678-2404.