

Yelm Community Schools Facility Use Application

FACILITY COORDINATOR
(360) 458-6100 FAX (360) 458-6178
PO BOX 476, YELM, WA 98597-0476

Organization Name		Contact Name <input type="checkbox"/> YCS Staff Member	
Mailing Address		Contact Email (required)	
City, St, Zip		Contact Phone	
<input type="checkbox"/> Non-Profit Organization <small>See reverse side # 19 for guidelines</small>	Estimated # _____ % _____	Attending Event YCS Participants	<input type="checkbox"/> Admission Fee to Event <input type="checkbox"/> Food will be served
Event Title		Description	
Event Date		Day(s) of week M T W TH F SA SU (circle)	
Event Start Time		Event End Time	
Set Up Start Time		Breakdown End Time	
Youth Sports Season: <input type="checkbox"/> Fall (Aug.1 – Oct. 31) <input type="checkbox"/> Winter (Nov. 1 – Feb. 28) <input type="checkbox"/> Spring (March 1 – June 30) # _____ of Players # _____ of Players who are YCS Students (Rosters may be requested)			

Facility Requested	Area (check all that apply)	
<input type="checkbox"/> District Office / YES	<input type="checkbox"/> Board Room - #	<input type="checkbox"/> Gym – Auxiliary (RMS,YMS, YHS)
<input type="checkbox"/> Fort Stevens Elementary	<input type="checkbox"/> Classroom – #	<input type="checkbox"/> Gym
<input type="checkbox"/> Lackamas Elementary	<input type="checkbox"/> Commons - (RMS,YMS, YHS)	<input type="checkbox"/> Kitchen
<input type="checkbox"/> McKenna Elementary	<input type="checkbox"/> Field - 60' Dirt	<input type="checkbox"/> Library
<input type="checkbox"/> Mill Pond Elementary	<input type="checkbox"/> Field - 60' Grass	<input type="checkbox"/> Multi-Purpose Room
<input type="checkbox"/> Prairie Elementary	<input type="checkbox"/> Field - 90' Dirt	<input type="checkbox"/> Other
<input type="checkbox"/> Ridgeline Middle School	<input type="checkbox"/> Field - 90' Grass	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Southworth Elementary	<input type="checkbox"/> Field - Events	<input type="checkbox"/> Performing Arts Center (YHS)
<input type="checkbox"/> Yelm High School	<input type="checkbox"/> Field - Football	<input type="checkbox"/> Stadium
<input type="checkbox"/> Yelm Middle School	<input type="checkbox"/> Field - Soccer	<input type="checkbox"/> Tennis Courts (YHS)
	<input type="checkbox"/> Field - Track	<input type="checkbox"/> _____

Equipment & Services Needed		
<small>* Fees may apply - some services are required. See Rules & Regulations on reverse side. ** Not available in all locations.</small>		
<input type="checkbox"/> Custodial Staff *	<input type="checkbox"/> Chairs	<input type="checkbox"/> Podium
<input type="checkbox"/> Food Service Staff *	<input type="checkbox"/> Microphone <small>not available @ all locations</small>	<input type="checkbox"/> Screen
<input type="checkbox"/> PAC Technician *	<input type="checkbox"/> Riser(s) # _____	<input type="checkbox"/> Table(s) # _____ <small>not available at all locations</small>
<input type="checkbox"/> Other		

The undersigned hereby makes application to Yelm Community Schools (YCS) for the use of school facilities described above and certifies 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 & regulations, terms & conditions; deviation shall be considered a breach of contract and may result in denial of future use of school facilities. **I have read, understand and agree to abide by all rules & regulations and terms & conditions stated on the reverse side of this application.**

SIGNATURE OF APPLICANT _____ DATE _____ SIGNATURE OF FACILITY COORDINATOR	OFFICIAL USE ONLY ID # _____ <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Denied/Canceled <input type="checkbox"/> Custodial <input type="checkbox"/> Food Service <input type="checkbox"/> HVAC <input type="checkbox"/> PAC Tech <input type="checkbox"/> Prof. Services <input type="checkbox"/> Insurance <input type="checkbox"/> Email Staff Invoice # _____
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APPLICATION

Complete the Facility Use Application. Provide all requested information to avoid unnecessary delays in processing your application.

1. Applications for use of school facility must be submitted to the district office a minimum of five (5) working days prior to the date on which the facilities are to be used (15 working days during the summer) and no more than one year prior to event.
2. Separate applications must be submitted for each school facility requested for use. A single application may be made for a series of events of like character being held at the same school facility.
3. An email notification will be sent to the organization contact upon approval, cancellation or denial of application.
4. No facility shall be considered reserved until the Facility Use Application is completed and endorsed by the Facility Coordinator, at which time it shall be considered a contract between Yelm Community Schools (YCS) and the applicant, subject to all rules & regulations, terms & conditions explained herein and within the policies and procedures of YCS. Approval for facility/field usage is non-transferable.
5. The purpose of the use must be as stated on the application.
6. YCS or school organization activities shall have priority over other requests for use of facilities, regardless of prior approvals or the date of application. Scheduling priority shall be given to groups based upon categorical classification, YCS student count and use of specified area.

RULES & REGULATIONS

1. Facilities are not available for use before 8 am on non-school days. All facility use shall terminate and fields/rooms be vacated by 10 pm, unless approved by the Facility Coordinator.
2. Organizations are responsible for ensuring the premises are vacated as scheduled. Use of facilities is restricted to the approved area and specified time period, organizations are responsible for ensuring unauthorized portions of the building are not entered.
3. YCS will try to notify the organization representative within 48 hours of a cancellation; however, due to emergency situations that may not always be possible. Use of school facilities are canceled when school is closed by an emergency, such as school closures for inclement weather.
4. YCS reserves the right to deny/cancel any permit and/or discontinue use of the facility by the applicant at any time if, in their sole discretion, the use of a facility is in conflict with YCS use policies or regulations or in the judgment of the Facility Coordinator, equipment and/or facilities are being misused. Use of the school facilities may be restricted if such use interferes with the YCS maintenance program.
5. All cancellations must be made through the Facility Coordinator at least forty-eight (48) hours prior to the scheduled usage or the organization may be billed for costs incurred by YCS.
6. Fees quoted are estimated based upon the Facility Use Application. Fees shall be charged in accordance with the current YCS fee schedule and payment or deposit may be required in advance of the event. Actual costs to the applicant are subject to change based upon conditions and time of use. Payment is due within thirty (30) days from the date of invoice, late fees may apply. Any invoice that is 90 days overdue is subject to collection action. Applicant will be responsible for all collection, attorney, insurance or any other fees associated with the collection or payment in regard to use.
7. An authorized custodian or YCS employee must be in the building or on the premises after normal school hours when a non-school group is using a YCS facility. A minimum 2-hour custodial fee will be charged when facilities are requested for weekends, holidays, or during school breaks. Staff shall remain in the building or on the premises during the event and may be performing work for YCS. Staff will be responsible for closing and securing the building/grounds after use.
8. If kitchen facilities are used (using cooking and dishwashing equipment, ranges, etc.), a rental fee will be charged, and a food service employee must be in attendance. A minimum 2-hour food service fee will be charged when kitchen facilities are requested for weekends, holidays, or during school breaks.
9. Building keys will not be issued. Building custodians or other authorized YCS staff will be responsible for unlocking and securing buildings for after-school use. Keys to gates will be issued only to the applicant signing the facilities use agreement, after a \$50 refundable deposit has been paid. Applicant shall be responsible for locking and securing gates. No key shall be duplicated. All keys must be returned to the district office within 30 days of the last date of the facility usage, or all further facility usage requests will be denied until the key(s) is returned.
10. Applicants are responsible for obtaining any required permits and for satisfying all city, county, state, or federal codes and regulations associated with the proposed activities.
11. The Superintendent has authority to make the final decision on the use of school facilities and the appropriate charges. The applicant may appeal such decision to the Board of Directors.
12. YCS is not responsible for any state or local taxes involving ticket or merchandising sales by applicants.
13. Tobacco products, alcoholic beverages and/or illegal drugs are strictly prohibited in school facilities or on school property, including outdoor and parking areas in accordance with RCW 28A.210.310
14. Disorderly conduct and willful destruction of property are forbidden.
15. Weapons are not allowed on school property except by active duty law enforcement officers.
16. Vehicles must be parked in designated parking areas only. Vehicles may not be driven or parked on fields, grassy areas, walkways, or in designated fire lanes.
17. Prior approval from the building administrator is required before decorations or other materials may be applied to walls, ceilings, or floors. Applicant is required to remove all decorations upon completion of the event.
18. Animals are not allowed in school buildings or on school property, including outdoor and parking areas.
19. Charitable organization must be registered with the state of Washington, Secretary of State Office, as a non-profit corporation.
20. Sponsoring organizations shall provide sufficient, competent adult supervision for all activities, and in all areas including restroom and hallways
21. Reasonable shifting of furniture within the room to meet the needs of the occupant is permitted, provided that it is returned to the original location and arrangement. If the facilities are not restored to the condition in which they were found, costs to restore such facilities will be billed to the applicant.
22. Authorization for the use of school facilities shall not be considered an endorsement or approval of the using group, nor the purposes they represent. Organizations must state in any advertising that YCS is not sponsoring the event(s).

ADDITIONAL RULES & REGULATIONS - FIELD/GYM USAGE

23. All elementary school fields are closed November 1 – March 1 and all secondary school fields are closed November 1 – April 1. Gyms are closed for summer usage.
24. Priority will be given to applications received during the following open enrollment periods:
 - a. Fall Sports (August 1 - October 31) – open enrollment June 1-15
 - b. Winter Sports (November 1 – February 28) – open enrollment September 1-15
 - c. Spring Sports (March 1 – June 30) – open enrollment January 1-15
25. Scheduling priority shall be given to groups based upon categorical classification, YCS student count and use of specified area. Rosters may be requested.
26. Each organization must have one point of contact that will coordinate field/gym schedules and usage with the Facility Coordinator.
27. Each organization must sign a Youth Sports-Head Injury Policies Compliance Statement for HB 1824.
28. Organizations may not modify fields without written YCS approval. District staff will do all chalking and lining. Organizations are responsible for providing their own chalk and paint.
29. Each organization will be charged a pro-rated quantity for portable toilet placement for locations without restrooms. Portable sanitation is required for all outdoor usage.
30. Unauthorized use of YCS fields by organized groups constitutes trespassing.
31. Upon approval of the Facility Coordinator, portable storage sheds may be placed on YCS fields. Portable storage sheds cannot be any larger than 100 sq ft. and ownership must be visibly marked. Organizations wanting to place a portable storage shed must submit a drawing/photo of portable storage shed, dimensions, field location of unit and removal date. Portable storage sheds can be placed by applicant 1 week prior to approved field use start date and must be removed by applicant 1 week following field use end date. Applicant will be held responsible for any expenses incurred by YCS arising from the removal of such portable storage shed. YCS is not responsible for any damages, lost or stolen property.
32. Tournament hosts are responsible for providing a certificate of liability for the entire event.

TERMS & CONDITIONS

1. The applicant agrees to provide comprehensive general liability insurance with minimum benefits of \$1,000,000 per occurrence with an annual aggregate of not less than \$2,000,000. Yelm Community Schools is to be named as additional insured. This insurance shall be primary. Waiver forms will not be accepted as a substitute for proof of insurance. A certificate of insurance with additional insured endorsement must be received by the Facility Coordinator prior to approval and use of any YCS facility.
2. The applicant agrees to exercise the utmost care in the use of the school facilities and agrees to protect, indemnify and hold harmless the Yelm Community Schools from any and all claims, liabilities, damages, expenses, or right of action, directly or indirectly attributable to the organizations activities and/or use of premises resulting from the use or occupancy of said facilities.
3. All applicants will be held responsible for any expenses incurred by YCS arising from the use of the facility. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the Superintendent and/or designee. The applicant agrees to accept the YCS estimate of replacement/repair and pay all costs associated therein within 15 days to include food or beverage damage. Failure to comply with this regulation and to pay any damage charges assessed will result in denial of further privilege of use of school facilities and may result in legal action.

FACILITY USE FEE SCHEDULE

FACILITY / SERVICE	CATEGORY 1 YCS school groups	CATEGORY 2 Local comm. youth sports/ groups, gov't	CATEGORY 3 Non-profit, out-of-district school groups	CATEGORY 4 For profit, commercial & individuals
Auxiliary Gym	n/c	n/c	\$35.00	\$70.00
Board Room	n/c	n/c	\$15.00	\$50.00
Classroom	n/c	n/c	\$10.00	\$40.00
Commons	n/c	n/c	\$35.00	\$75.00
Custodial	n/c	\$35.00	\$35.00	\$35.00
Fields	n/c	n/c	\$10.00	\$40.00
Food Service	n/c	\$25.00	\$25.00	\$25.00
Gym - Elementary School	n/c	n/c	\$20.00	\$40.00
Gym	n/c	n/c	\$35.00	\$75.00
Kitchen - Elementary School	n/c	**n/c	**10.00	**40.00
Kitchen	n/c	**n/c	**25.00	**70.00
Library	n/c	n/c	\$10.00	\$40.00
Multi-Purpose Room	n/c	n/c	\$35.00	\$75.00
Performing Arts Center (PAC)	n/c	***\$25.00	***\$50.00	***\$125.00
Performing Arts Center Technician	varies	*\$35.00	*\$35.00	*\$35.00
Parking Lot	n/c	n/c	\$10.00	\$50.00
Stadium Event (press box, PA, seating, restrooms, ticket booth)	n/c	***\$50.00	***\$90.00	***\$270

- Groups in Category I and II will be charged cost recovery fees if costs are incurred for extra utility, cleaning or supervisory services.
- All rates are by the hour
- Custodial fee for weekends / off hours—min 2 hr
- Food Service fee for weekends / off hours—min 2 hr

n/c = no charge

* 4-hour minimum

** Food Service worker required

*** Custodial required

Category 1 - This category includes district organizations such as ASB, PTO, PTA, Booster Club and district Board of Directors, staff and in-service training meetings, bargaining group meetings, site councils, district sponsored co-curricular activities and school groups using the facility for fundraising or meetings. The district will impose no rental use fee and no custodial fee when a custodian is present as part of his/her normal work schedule and no additional time is required.

Category 2 - Includes those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Groups in this category are those whose membership is predominantly made up of Yelm Community Schools students (65% of participants must live within the district boundaries). This category includes local youth sports, youth serving organizations such as YMCA, Scouts, Campfire, 4-H and service clubs, community clubs, city- or county-sponsored recreation groups. Also included in this category are governmental agencies, polling places, and presidential political caucuses. The district may impose a cost recovery fee, but will impose no rental use fee for the use of school facilities (excluding the Stadium and Performing Art Center) by these organizations and may waive custodial fees when a custodian is present as part of his/her normal work schedule. Applicable food service and Performing Arts Center technician fees will be imposed.

Category 3 - Includes groups or organizations that do not have a majority of their members / participants residing in the Yelm Community Schools District (groups with less than 65% of participants living within YCS district boundaries). Also included are those organizations using school facilities for lectures, promotional activities, political rallies, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. This category includes Lions, Kiwanis, Rotary, and other civic groups, local chamber of commerce, churches, veterans groups, colleges and out-of-district youth sports/leagues. The district will impose a modified commercial rental fee, applicable custodial and food service fees and cost recovery fees for this type of use. Fees may be waived or reduced when a service club or other nonprofit group is raising funds for charitable purposes.

Category 4 - Includes individuals or profit-making organizations and business-related enterprises. While the district would prefer organizations to use commercial or private facilities, facilities may be rented for non-regular use. The district will impose a rate high enough so that tax-supported school facilities shall not be in unfair competition with privately owned companies in the business of renting such space.