

# Sumner School District

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## Facility Use Information

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.

### How to Start

Confirm space or location availability by contacting the following:

Building/ PAC	Business Services Department	253-891-6010
Stadium/Field	Facility Scheduling Department	253-891-5555

If space is available, print out the facility use application from the District Web site and return it by e-mail or fax. Applications may also be mailed to 1202 Wood Ave, Sumner, WA 98390. An application form shall be submitted no less than five (5) business days in advance of intended use.

### Insurance

The District requires \$1,000,000 liability insurance with Sumner School District named as an additional insured. Insurance certificates must be on file with the Business Services prior to the use of the facilities. Certificate of Liability Insurance may be submitted electronically or mailed.

### Deposit

Facility use fees under \$50.00 are to be paid in full at the time of reservation; facility use fees over \$50.00 require a 50% deposit. You will be sent a confirmation with an estimate of charges. Reservations will be tentative until the deposit is received. The deposit must be paid five (5) working days prior to the scheduled use. Cancellations must be made through the Business Services Office at least three (3) 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.

### Availability

School functions and education-related organizations will have first priority. The Recreation Department receives the next consideration. Local youth groups and community groups are third priority. The continued use of a facility is not automatically guaranteed. School or District needs can supersede approval for other ongoing activities.

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 (e.g., fire alarms, mechanical/electrical problems, site supervision, etc.).

A building custodian must be in the building during the use of facilities. The custodian will be performing work for the District and will also help resolve emergency situations. The custodians will provide you with a pager number. The custodian is not authorized to admit anyone into areas not specifically scheduled or provide equipment not previously authorized. The person in charge is responsible for contacting the custodian upon completion of the activity to secure the building.

### Personal Charges or Extended Use

School-sponsored groups and the Recreation Department will not be charged room fees for the site. However all user groups pay for labor charges accrued. Extending time or additional fees will be billed after the event.

### Use of Equipment

Any equipment request must be made in advance and be part of the use permit and will be charged according to the fee schedule. Certain equipment is subject to operation only by a District employee. The use of the kitchens requires a Child Nutrition staff person at an additional charge. This is a health department requirement. Use of school audio visual and or electronic equipment must be specifically requested.

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## Facility Use Responsibilities

**1. Use:** It is the Applicant's responsibility to state on the application, in detail, the intended use of the facility. The applicant declares that the organization does not practice discrimination of any kind. Applications will be denied for any use which, in the judgment of the District administration may be contrary to the best interest of the schools or the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided. This shall include proper police and fire protection where necessary.

**2. Insurance:** A Certificate of Insurance for liability in the amount of \$1,000,000 naming Sumner School District as additional insured must be provided with the application and/or prior to the event. Insurance coverage cannot be cancelled or reduced without thirty (30) day's written notice to the district.

**3. Payment:** Facility use fees under \$50 are to be paid in full at the time of reservation; facility use fees over \$50 are required to pay a 50% deposit. 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. A late fee of 10% will be charged after 30 days. Applicant must have prior use invoices paid in full before a new application will be considered. A representative signing for an LLC or Corporation personally guarantees payments for all invoices.

**4. Cancellation-Modification:** Cancellations must be made through the District Facility Scheduling Office or the Business Services Office at least three (3) 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. The District reserves the right to cancel any reservation and to refund any payment made for the use of school buildings or grounds where it deems such action advisable and for the best interests of the District, or to modify its policies at any time.

**5. School Representative:** A member of the District's custodial staff, or designee(s) approved by the district must be present whenever community activities take place within a building.

**6. Damage:** Applicant must provide satisfactory adult supervision of all activities for the duration of the activity. Participants must wear appropriate shoes for activities for the duration of the activity. Application for a school facility shall constitute acceptance by the applicant for the responsibility for any damage done as a result of its use of school facilities. In the event damages occur, Applicant shall accept the Business Manager's estimate as to the cost to repair the damage.

**7. Conduct:** Sumner School District is a tobacco-free district. The use of tobacco on ALL district property is prohibited, including parking lots. Weapons, firearms, open fire or flame, helium balloons and cooling are prohibited. Misconduct, profane and improper language, use of intoxicating beverages and/or controlled substances or other violations of District policy or regulations will be sufficient cause for denial or termination of a use permit.

**8. Clean-up:** Before leaving the building or grounds all groups will restore the facility to original condition. Prior approval is needed before applying material to walls, floors or ceilings. It is the user's responsibility to contact the custodian prior to departure to secure the facility. The District reserves the right to assess charges against the Applicant for cost incurred in restoring facility to its original state if the Applicant fails to do so.

**9. Concussion and Head Injury:** Non-profit youth sports groups must agree to and verify that all coaches, athletes and parent/guardian have complied with mandated policies for the management of concussions and head injuries; as amended in RCW 4.24.660 and chapter 28A.600 RCW. Access to school facilities may not be granted until all requirements are completed and approved by the District and or designee.

**10. Indemnification:** The undersigned agrees that these rules shall be strictly observed and accepts the entire responsibility for their enforcement and 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.

I have read and fully understand the rules and procedures that govern the use of District facilities for the requested event.

Authorized Signature: \_\_\_\_\_ Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Sumner School District #320**  
**Application for Use of Performing Arts Center**

Phone: 253-891-5560 Fax: 253-891-5585  
pac\_scheduling@sumnersd.org

User/Group Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Work: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_

List all required dates: \_\_\_\_\_

Requested facilities:  Theater      Green Room      Choir room      Band Room      Commons

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

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

Will you have rehearsal(s):  Yes      No

Rehearsal 1- Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Rehearsal 2- Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

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

- Stage Lighting      Upright Piano      Mics # \_\_\_\_\_  Projector      Expandable Seating\*
- Sound      Grand Piano      Tables # \_\_\_\_\_  Pit/Floor Area     \*Takes seating capacity from 400 to 800
- Acoustical Shell      Choir Risers # \_\_\_\_\_  Chairs # \_\_\_\_\_  Follow Spot
- Side Stages      Music Stands # \_\_\_\_\_  Stage Crew# \_\_\_\_\_  Row "A" added

**Special Requests/Instructions:**

Signature (Person Responsible): \_\_\_\_\_ Date: \_\_\_\_\_  
A representative signing for an LLC or Corporation personally guarantees payments for all invoices.

- Certificate of Insurance      Community Use Responsibilities      Payment Received

District Approval: \_\_\_\_\_ Date Entered \_\_\_\_\_ Reservation # \_\_\_\_\_

**DEBIT/CREDIT CARD PAYMENT AUTHORIZATION**

VISA      MasterCard     Name on Card: \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Card # \_\_\_\_\_ Exp Date: \_\_\_\_ / \_\_\_\_ CVV: \_\_\_\_\_

Please charge my card for the following amount: \$ \_\_\_\_\_ **Reservation #** \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_