

**TOLEDO SCHOOL DISTRICT #237
APPLICATION AND AGREEMENT
FOR USE OF SCHOOL DISTRICT FACILITIES**

Person making request _____ Date: _____

Signature of person making the request _____ Phone: _____

Name of Activity _____

Approximate number attending _____

Will the event be open to the public? Yes _____ No _____

Is there a charge for attending? Yes _____ No _____ If Yes, what is the amount? _____

School and/or site desired _____

Facility desired _____

Date(s) desired From _____ To _____

Time _____

Keys Will keys need to be issued? Yes _____ No _____

Who will receive keys? _____ When _____

When will keys be returned? _____

Name of person responsible _____ Phone Number _____

Signature of person responsible _____

PLEASE NOTE: The group of individual making the request and the person signing as the responsible party agree to abide by the enclosed District regulations for this agreement, the payment of fees (if appropriate), insurance endorsement, and all other terms of this agreement

Special Notes: _____

Approved _____ Not Approved _____ Principal _____

Insurance Endorsement _____ Date _____

If space will not be needed on the date(s) requested, please notify the applicable building as soon as possible
TES 864-4761, TMS 864-2395, THS 864-2391, District Office 864-6325

Toledo School District does not discriminate in any program 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 following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Section 504/ADA Coordinator, Civil Rights Compliance Coordinator, Chris Rust PO Box 469 Toledo, WA 98591, 360-864-6325, crust@toledoschools.us.

**TOLEDO SCHOOL DISTRICT #237
DISTRICT FACILITY USE REGULATIONS**

1. Application for the use of all school facilities shall be made to the principal.
2. If necessary the superintendent shall determine and recommend a fee schedule applicable for the use of school facilities.
3. Alcoholic beverages and controlled substances shall not be permitted on school property at any time. Smoking and/or the use of tobacco products are not allowed on school district property.
4. Groups and/or individuals and the "person responsible" accept the responsibility for any damage done to district property and shall reimburse the district for any such damage.
5. When no service charge is made groups and/or individuals and the "person responsible" agree to clean the facilities and restore the equipment/furniture to the original arrangement. If the District does these tasks the group and/or individuals using the school facilities will be charge for specific costs related to the time or materials necessary.
6. A custodian, authorized staff member, or designated responsible citizen must be on the premises when any group is using school facilities.

Participant supervision will insure that:

- A. Only the proper and agreed upon facilities/equipment will be used.
 - B. Children and/or others not directly involved in the activity will remain in the "checked out" areas under supervision.
 - C. Only those that are part of the "checked out" group will be allowed to participate.
 - D. Proper and effective building security is expected.
 - E. Conservation procedures will be utilized.
 - F. If keys are checked out and/or used in any way they will be returned to the party-in-charge as detailed in the agreement.
7. The district reserves the right to cancel, upon short notice, any meeting or activity in or on any district facility.
 8. Groups or individuals using school facilities agree to hold the district free and without harm from any loss, damage, liability or expense, costs, legal and other expenses related to or arising from acts or omissions of such group or individuals in connection with the use of any school facilities. The group or individuals using the facilities agree to carry public liability insurance with limits as follows:

Non-admission Events	\$500,000	Combined Single Limits
Admission Events	1,000,000	Combined Single Limits

Toledo School District is to be named as *Additional Insured* on the user's insurance policy. An insurance certificate with the limits and the additional insured endorsement must be provided to the school district prior to use of the facilities.

Name of Business/Organization _____

Signature of Person Requesting Use of Facility _____

Date _____ Approved _____