

TONASKET SCHOOLS APPLICATION
FOR USE OF SCHOOL FACILITIES AND/OR EQUIPMENT

NAME OF ORGANIZATION _____ DATE OF REQUEST _____

NAME OF PERSON MAKING REQUEST _____ DATE NEEDED _____

ADDRESS _____ TIME NEEDED _____

PHONE NUMBER _____ FACILITY : (HS) Commons | Gym | Kitchen* | Classroom(s) ____, ____, ____

EMAIL ADDRESS _____ (MS) Commons | Gym | Classroom(s) ____, ____, ____

(ES) Commons | Gym | Classroom(s) ____, ____, ____

Use of the kitchen requires a walkthrough with the kitchen staff to ensure safety measures are covered. Contact Jean Hedlund @ 486-2161

Chairs and tables in the commons must be organized according to chair and table grid located on door into the kitchen.

PURPOSE FOR WHICH FACILITY IS NEEDED _____

EQUIPMENT NEEDED: Overhead Projector (no cost), LCD Projector (\$10/day), DVD Player (\$10/day), VCR Player (\$10/day), Screens (no cost), Microphone (no cost), Sound System (\$10/Day), Lights, Theatrical Lights (\$10/day), chairs, tables, other:

- Our custodial staff will set up but not operate the theatrical lights or sound board
- Keys to the building will be available to the person making requests, but will be charged a \$100 fee if not returned.
- We do not offer a computer for the LCD projector, nor will the custodial staff set up the system between the projector and computer, VCR, or DVD player.

1. Sponsoring organizations shall provide sufficient, competent and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.
2. Intoxicants will not be permitted in school facilities or on school property at any time also, smoking; is not permitted on school district property at any time.
3. All applicants for use of district facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, 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 approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
4. The superintendent possesses the authority to make the final decision on use of school facilities by a group; however, the group may appeal such decision to the board of directors.
5. A custodian or other authorized staff member must be on the premises when any non-school group is using a district facility.
6. Only designated portions of the facility may be used.
7. The Tonasket School Board reserves the right to refuse the use of school facilities to any individual or group if, in their opinion, such use would be contrary to the laws of the State of Washington or in any way violate the intended use of facilities.

Any and all use of district's facilities and/or equipment shall be totally free from controversial purposes and activities of a disruptive nature.

I, the undersigned, do hereby understand and agree to the above requirements.

Signature _____ Title/Position _____ Date _____

FOR DISTRICT USE ONLY

Dates approved and coordinated on the school calendar. _____
(Facility Use Coordinator)

Custodian in charge: _____ District employee to supervise: _____

Staff person normally responsible for area _____

Rental fee: _____ Equipment Fee: _____ Custodial Fee _____

Cook Fee _____ Total fee to be collected: _____