



Riverview School
District

Facility Use Agreement and Application



Riverview School District is a tobacco, alcohol, drug, and weapons free district. Use and/or possession of any one of these is prohibited in all areas of the District (inside or outside).

All regulations, conditions, and responsibilities in this Agreement are based on Riverview School District Policy 4040 and Procedures P4040-1, as adopted by the Riverview Board of Directors.

Riverview School District #407

15510 - 1st Ave. NE/PO Box 519
Duvall, WA 98019

Phone: 425-844-4500
FAX: 425-844-4502
www.riverview.wednet.edu

Facility Use Regulations

1. The applicant agrees to abide by the laws of the State of Washington, King County, and by the regulations of the Riverview School District #407. It is understood and agreed by the applicant that this permit may be revoked or cancelled by the Riverview School District at any time with or without cause. The applicant further agrees to protect, indemnify and save harmless the Riverview School District, the School Board, District employees, and volunteers from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the premises covered by the facility use application.
2. The applicant will be required to procure, at its own expense, a Comprehensive General Liability insurance policy, naming the District as an additional insured. This policy shall be primary and written with limits of \$500,000 Combined Single Limits, per occurrence. A certificate of insurance must be submitted with the application. The District Office will keep certificates on file for future applications.
3. The District reserves the right to cancel permits (refunds will be given, except for the \$15.00 non-refundable processing fee) when such action is deemed in the best interest of the District. In the event of school closure for weather or emergencies, use of the facility will be automatically cancelled without notice.
4. In the event the energy crisis initiates curtailment, power blackouts or "rolling blackouts," the District will not be available for use to community users. The District will refund advance payment, except the \$15.00 non-refundable processing fee to the user.
5. The District reserves the right to deny any application.
6. Discrimination: The District prohibits discrimination against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults that use District facilities.
7. Non-Profit Youth Organizations: All non-profit youth organizations using school facilities are required by law, as of July 26, 2009, to meet minimum requirements:
 - A. All coaches, players and parents of youth teams shall have training on the nature and risk of concussions and head injury, including continuing to play after a concussion or head injury.
 - B. Must sign the statement of compliance with the insurance coverage and required head injury trainings prior to receiving access to school facilities.

Conditions for Use

- ⇒ All building use must have a District employee on site at all times. The employee shall be responsible for closing and securing the building.
- ⇒ Kitchens may not be used without Food Service Supervisor approval. Kitchen equipment usage will only be permitted when supervised by approved District personnel.
- ⇒ Facilities will not be made available for use when undue damage or wear may result.
- ⇒ All meetings/use shall terminate and rooms be vacated at or before the approved time.
- ⇒ Equipment, furniture, or other school property shall not be removed from the buildings without District approval.
- ⇒ Prior approval from the District will be required before decorations or other materials may be applied to walls or floors. Removal must be done by the applicant.
- ⇒ Keys to buildings will not be issued. Field gate keys may be issued by the Maintenance Supervisor.
- ⇒ Gym shoes may be required for gymnasium use (i.e., basketball, volleyball, badminton).
- ⇒ Games of chance and lottery will not be allowed. "Amusement Games," as defined by State law, are permitted when licensed as provided by law.
- ⇒ The use of all tobacco, alcohol, fire arms or controlled substance products, including marijuana (Cannabis) is prohibited by State Law on school property, including buildings and grounds.

Responsibilities

1. Facility use shall be limited to what is specified on the approved application.
2. Applicants must remain with their groups throughout their activity and are responsible for all actions of their participants and guests.
3. Applicants will also be held responsible for any expenses incurred by the District arising from their use of the facilities. This includes damage, vandalism, and cleaning. Areas used must be cleaned and put back in order. Failure to do so will result in a cleaning charge.
4. Satisfactory and adequate adult supervision shall be required for all facility use including police and fire protection surveillance, when necessary, as determined by the District.

Group Categories

For rental rate purposes, organizations seeking the use of school facilities have been divided into four (4) categories:

All Groups: District sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group or organization or for the purposes it represents.

Group A: Riverview School District Activities
Includes RSD schools and departments, ASB sponsored events, Riverview Educational Foundation, PTSA, Booster Club, staff groups, and District advisory groups and polling places. This group will also include presidential political caucuses and governmental groups.

Group B: Community Recreational or Educational Activities

- **Group B1:** Youth within RSD, Community Recreational or Educational Activities. This includes youth-related groups or other community organizations with a membership roster of at least 65% residency within the boundaries of the RSD. Examples are: scouts, campfire, 4-H, Little League youth sports, YMCA, service clubs, community clubs, city-sponsored recreation groups.
- **Group B2:** Youth Outside RSD, Community Recreational or Educational Activities. This includes non-profit, youth-related groups or other organizations outside the RSD, such as exemplified in Group B1.
- **Group B3:** Adults within RSD, Community Recreational or Educational Activities. Included are adult groups and organizations with a membership roster of at least 65% residence within the boundaries of the RSD conducting a community recreational or educational activity.
- **Group B4:** Adults outside RSD, Community Recreational or Education Activities. This includes adult groups and organizations outside of RSD conducting a recreational or educational activity.

Group C: Non-Profit Groups and Organizations

- **Group C1:** Non-Profit Groups and Organizations. Includes organizations who wish to use school facilities for lectures, promotional activities, rallies, college courses, or other activities for which public halls or commercial facilities generally are rented. The district shall charge a rental rate in excess of costs incurred, except that such excess charges may be waived when a service club or other non-profit group is fundraising for non-sectarian charitable purposes. Professional fundraisers representing charities must provide evidence that they are registered and bonded by the State of Washington. Such fundraisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues prior to approval to use the facilities.
- Non-profit groups of the kind that in most communities have their own facilities (churches, lodges, veterans' groups, granges, garden clubs, etc.) who wish to use the facilities on a regular, but temporary, basis may do so under this rental rate, but may not average more than twelve (12) hours of use per week. School facilities shall be made available to church groups on a short-term basis and shall not be rented as a permanent meeting place.
- **Group C2:** Riverview Community Fine Arts Groups and Organizations. Includes local community groups and organizations who wish to use district facilities for non-profit arts and entertainment opportunities for the Riverview Community. Examples include the Duvall Arts Commission, Duvall Foundation for the Arts, the Cascade Community Theatre.

Group D: Commercial Enterprises and Profit-Making Organizations

Includes profit-making organizations and business-related enterprises. While the district would prefer organizations to use commercial or private facilities, facilities may be rented at prevailing rates charged by commercial facilities in the area.

Application Request

Upon requesting Facility Scheduling, a non-refundable application processing fee of \$15.00 must be paid. Two (2) days notice must be given for cancellation; failure to do so will result in charges for expenses incurred.

Processing Fee Paid

Group A: Riverview School District Activities

Group A

Group B: Community Recreational/Educational Activities

B1: Youth within RSD—65% residency in RSD

B2: Youth outside RSD

B3: Adults within RSD—65% residency in RSD

B4: Adults outside RSD

Group C1: Non-Profit Groups and Organizations
Group C2: Riverview Community Fine Arts Groups and Organizations

Group C1

Group C2

Group D: Commercial Enterprises and Profit-Making Organizations

Group D

Agreement:

I have read the regulations, conditions, and responsibilities in this brochure and agree to abide by them.

I also acknowledge the District prohibits discrimination against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults that use District facilities.

A Comprehensive General Liability Insurance certificate is provided naming the District as an additional insured. This policy shall be primary and written with limits of \$500,000 Combined Single Limits, per occurrence. The District will keep certificates on file for future applications.

As a non-profit youth group, we are in complete compliance with the required head injury trainings prior to receiving access to the facilities.

Applicant's Signature _____

Applicant's Name _____

Organization _____

Address _____

City, State, Zip _____

Contact Phone Number _____

Email address: _____