

**EVERETT PUBLIC SCHOOLS
REQUEST TO USE SCHOOL FACILITY**

(A copy of this form and applicable fees can be obtained from www.everett.k12.wa.us/communityservices)

EVENT/GROUP INFORMATION

NAME OF EVENT: _____
 NAME OF GROUP USING FACILITY: _____
 EVENT CONTACT PERSON: _____
 PHONE NUMBER: _____ E-MAIL: _____
 MAILING ADDRESS: _____
 For Tickets Call: _____ Box office opens at: _____ Tickets Priced \$ _____ to \$ _____
 Curtain/Meeting start time(s): _____ Expected attendance: #adults _____ #youths _____ Total _____
 SPONSOR (IF DIFFERENT FROM ABOVE) _____

*BUILDING ADMINISTRATOR SIGNATURE (sign for School Use Only) _____
 *Signature indicates school/District sponsored event

SCHEDULE

STARTS DAY OF WEEK _____ DATE: _____ and/thru _____ SET-UP TIME: _____
 ENDS DAY OF WEEK _____ DATE: _____ START TIME: _____
 IF WEEKLY, LIST DATES: _____ END TIME: _____

BUILDING
<input type="checkbox"/> Cascade High School
<input type="checkbox"/> Everett High School
<input type="checkbox"/> Jackson High School
<input type="checkbox"/> Sequoia High School
<input type="checkbox"/> Eisenhower Middle
<input type="checkbox"/> Evergreen Middle
<input type="checkbox"/> Gateway Middle
<input type="checkbox"/> Heatherwood Middle
<input type="checkbox"/> North Middle
<input type="checkbox"/> Cedar Wood Elem.
<input type="checkbox"/> Emerson Elem.
<input type="checkbox"/> Forest View Elem.
<input type="checkbox"/> Garfield Elem.
<input type="checkbox"/> Hawthorne Elem.
<input type="checkbox"/> Jackson Elem.
<input type="checkbox"/> Jefferson Elem.
<input type="checkbox"/> Lowell Elem.
<input type="checkbox"/> Madison Elem.
<input type="checkbox"/> Mill Creek Elem.
<input type="checkbox"/> James Monroe Elem.
<input type="checkbox"/> Penny Creek Elem.
<input type="checkbox"/> Silver Firs Elem.
<input type="checkbox"/> Silver Lake Elem.
<input type="checkbox"/> View Ridge Elem.
<input type="checkbox"/> Whittier Elem.
<input type="checkbox"/> Woodside Elem.
<input type="checkbox"/> Lively Environmental Center

ROOM
<input type="checkbox"/> Library
<input type="checkbox"/> Faculty Lounge
<input type="checkbox"/> Classroom # _____
<input type="checkbox"/> Cafeteria/Commons
<input type="checkbox"/> Kitchen—[see back; #4]
<input type="checkbox"/> Rubber Room
<input type="checkbox"/> Aux. Gym
<input type="checkbox"/> Main Gym
<input type="checkbox"/> Locker Room
<input type="checkbox"/> Track
<input type="checkbox"/> Field ♦ [i.e., football]
<input type="checkbox"/> Tennis Courts
<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Wrestling Room
<input type="checkbox"/> EHS Little Theatre

CIVIC AUDITORIUM
<input type="checkbox"/> 1,534 occupant load
<input type="checkbox"/> 1,480 occupant load (with orchestra area cleared)
MEMORIAL STADIUM/LINCOLN FIELD
<input type="checkbox"/> Memorial Stadium Track/Football Facility
<input type="checkbox"/> Memorial Stadium Baseball Facility
<input type="checkbox"/> Memorial Stadium Practice Field (grass)
<input type="checkbox"/> Memorial Stadium Locker Rooms
<input type="checkbox"/> Lincoln Field Soccer/Track
<input type="checkbox"/> Lincoln Field Softball
<input type="checkbox"/> Lincoln Field Concessions Stands
*DISTRICT USE ONLY: *LONGFELLOW/ESC BUILDING
<input type="checkbox"/> Large Annex <input type="checkbox"/> Small Annex
<input type="checkbox"/> C1 <input type="checkbox"/> C3 <input type="checkbox"/> Board Room

SERVICES (pending availability)			
Qty.	Item	Qty.	Item
_____	Podium	_____	Piano
_____	Table	_____	Sound Shell (Auditorium only)
_____	Microphone(s)	_____	Band Riser (Auditorium only)
_____	Chairs	_____	Other ** (i.e., lights, etc.)
<input type="checkbox"/>	Marley Floor	_____	Bleachers (gym)
	(Auditorium only \$92.00 fee per use)	_____	Auditorium Seating (Commons)
**Do you wish to have a Technician on duty for EHS Little Theater use? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Staff Use Only

Facility Cleared: _____ By _____
 Facility Booked: _____
 Emailed: _____
 Insurance Certificate on File Yes No
 Needs Update by: _____

For Office Use Only:

I, _____ (hereafter referred to as "User"), agree that the information on this request is true and complete to the best of my knowledge. I further agree to abide by these conditions:

_____ a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.

1. The Request to Use a School Facility form, Certification Form, rental/monthly fees, and insurance are due **two weeks** prior to the first date of the event.
2. Written notice of cancellation must be given at least two weeks prior to the scheduled rental date.
3. Staff overtime will be billed to User; charges must be paid within two weeks after the invoice date.
4. If User plans to utilize the kitchen facilities, User will need to contact the Food and Nutrition Services two weeks prior to the event at (425) 385-4250.
5. User will be held responsible for costs of repair for damages, as determined by the Everett Public Schools.
6. User will provide proof of required assets and proposed insurance as follows:
 - A. Limits of General Liability: \$1,000,000 Combined Single Limit per occurrence.
 - B. A certificate of insurance naming Everett Public Schools as additional named insured must be received by Everett Public Schools at least two weeks before facility use begins.
 - C. If self-insured, User must provide proof-of-insurance coverage acceptable to EPS for the purpose of the rental.
7. The following person/organization will be responsible for payment of all charges and damages:
NAME _____ TITLE _____
ORGANIZATION _____
MAILING ADDRESS _____
DAY PHONE _____ EVENING PHONE _____
FEE \$ _____ INVOICE _____ DUE DATE _____
8. All usage shall conform to requirements set forth in the Uniform Fire Code. User shall restrict attendance to the facility's assigned occupant load. Section 4.108 of the U.F.C. states that any candle or open flame used in assembly requires a permit from the Everett Fire Department at (425) 257-8120. A copy of any permit issued must be on file with Everett Public Schools two weeks prior to event. All facility use outside of the City of Everett boundaries shall strictly adhere to Section 4.108 of the Uniform Fire Code. Violations shall be deemed a misdemeanor and shall be punishable by a fine of not more than \$1,000 or not more than ninety days in jail.
9. User will be held responsible for supervision and control of all individuals present during the time of the facility use. User is responsible for complying with any and all security requirements of the local police jurisdiction. Animals are not allowed inside EPS facilities. Alcohol, tobacco and firearms/weapons are prohibited on all EPS property.
10. User must comply with all federal, state and local laws prohibiting discrimination with regard to creed, race, color, sex, sexual orientation, marital status, veteran status, age, national origin or disability.
11. User agrees to notify the EPS's technician or custodian of any accidents immediately and file an EPS Accident Report.
12. User is responsible for all copyright or royalty compliance and fees associated with this activity.
13. User is responsible for obtaining all necessary permits for the activity. Such permits must be presented to EPS for inspection at least 14 days prior to the event or the event may, at the sole discretion of EPS, be canceled. In such a case, EPS will refund to User any deposits paid, less the current scheduling fee.

AGREEMENT TO CONDITIONS, INDEMNIFICATION, AND CERTIFICATION

As a material consideration to Everett Public Schools ("EPS") granting User's request, and without which EPS would not do so, User agrees to and does hereby indemnify and hold harmless EPS, its directors, employees, agents, and volunteers, from any and all claims, demands, suits, actions, losses, liabilities, damages, expenses, costs, or attorneys' fees, directly or indirectly attributable to User's activities and/or use of EPS's premises in connection with this agreement, except for damages caused by the sole negligence of EPS, its directors, or its employees and agents acting within the scope of their employment.

User also certifies that copy of District Policy 4333 has been provided, the information provided on this request is true and complete and agrees to abide by the conditions set forth above and by District policy 4333

➤USER SIGNATURE: _____ **DATE:** _____
CONFIRMATION BY DISTRICT: _____ DATE: _____

Please return this 2-page form to:

(Everett Memorial Stadium & Lincoln Field rentals)
Everett Public Schools, Athletics
3721 Oakes Avenue Everett, WA 98201
Ph: 425.385.4260 Fax: 425.385.4262

(All Other Sites)
Everett Public Schools, Community Services
PO Box 2098 Everett, WA 98213-0098
Ph: 425.385.4045/425.385.4046 Fax: 425.385.4012

Once your agreement is processed you will receive a confirmation via email.

Updated 07/2011