



# EVERETT PUBLIC SCHOOLS

## REQUEST TO USE SEASONAL SCHOOL ATHLETIC FACILITY

(A copy of this form and applicable fees can be obtained from [www.everettsd.org/communityservices](http://www.everettsd.org/communityservices))

### GROUP INFORMATION

**ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**Expected attendance:** #adults \_\_\_\_\_ #youth \_\_\_\_\_ Total number of attendees \_\_\_\_\_

### SCHEDULE

**STARTS:** DAY OF WEEK \_\_\_\_\_ DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_

**ENDS:** DAY OF WEEK \_\_\_\_\_ DATE: \_\_\_\_\_ END TIME: \_\_\_\_\_

### REOCCURRING USE REQUEST: WHAT DAYS OF THE WEEK DO YOU WISH TO USE THE FACILITY?

MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY (CHECK ALL THAT APPLY)

SATURDAY (ADDITIONAL CUSTODIAL FEES APPLY)  SUNDAY (ADDITIONAL CUSTODIAL FEES APPLY)

**WILL THIS USE INCLUDE GAMES/COMPETITIONS?** Yes  No  If yes, what is the estimated attendance \_\_\_\_\_

**Insurance certificate on file with the District** Yes  No  **EXPIRATION DATE** \_\_\_\_\_

**501C3 on file with the District** Yes  No

SCHOOL 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"/> Tambark Creek Elem.
<input type="checkbox"/> View Ridge Elem.
<input type="checkbox"/> Whittier Elem.
<input type="checkbox"/> Woodside Elem.

USE AREA
<input type="checkbox"/> Aux Gym
<input type="checkbox"/> Main Gym
<input type="checkbox"/> Wrestling Room
<input type="checkbox"/> Locker Room
<input type="checkbox"/> Baseball Field
<input type="checkbox"/> Football Field
<input type="checkbox"/> Soccer Field
<input type="checkbox"/> Softball Field
<input type="checkbox"/> Tennis Court
<input type="checkbox"/> Track
<input type="checkbox"/> Weight Room
<input type="checkbox"/> Synthetic Turf Field

ADDITIONAL NEEDS
<input type="checkbox"/> Bleachers
<input type="checkbox"/> Chairs (total needed) _____
<input type="checkbox"/> Tables (total needed) _____

**ADDITIONAL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 and Sudden Cardiac Arrest Awareness as prescribed by SB 5083, section 3.

1. The *Request to Use Seasonal School Athletic Facility Form, Prioritization Certification Form*, rental/monthly fees, and Certificate of Liability 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) 385-4380.
5. User will be held responsible for costs of repair for damages, as determined by the Everett Public Schools.
6. A Certificate of Insurance (COI), naming Everett Public Schools, its employees and its agents as additional named insureds, providing comprehensive general liability insurance, including personal injury and property damage, and automobile liability (when applicable) in amounts not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate or a combined single limit of \$3,000,000 shall be submitted at least two week before facility use begins. Coverage shall not be canceled or modified without 45 days prior written notice to Everett Public Schools. If self-insured, User must provide proof-of-insurance coverage acceptable to Everett Public Schools for the purpose of the rental.
7. The following person/organization will be responsible for payment of all charges and damages:  

<b>NAME</b> _____	<b>TITLE</b> _____
<b>ORGANIZATION</b> _____	
<b>MAILING ADDRESS</b> _____	
<b>DAY PHONE</b> _____	<b>EVENING PHONE</b> _____
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. No person or entity renting, leasing, or otherwise being granted the right to temporarily use school district-owned property may possess, or allow its guests to possess, alcohol, tobacco, firearms or dangerous weapons on district-owned 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 and Procedure 4333P have been provided, the information provided on this request is true and complete and agrees to abide by the conditions set forth above and by Policy 4333 and Procedure 4333P.

➤ **USER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
CONFIRMATION BY DISTRICT: \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please return form to:**

Rental of 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