

**Instructions:**

Please read and complete both pages of this application, sign and return to 315 N French Ave, Arlington, WA 98223, Attn: Facilities Coordinator at least ten (10) working days prior to your event. Submit all requested documents (certificate of insurance and head injury form) with application. Lack of requested documentation will result in the return of your application without processing.

Today's date: \_\_\_\_\_

Purpose of activity/event title: \_\_\_\_\_

District facility requested: \_\_\_\_\_

Classroom Room # \_\_\_\_\_  Gym  \*Kitchen (sink only)

Library  Auxiliary Gym  \*Kitchen (full)

Commons  Field \_\_\_\_\_ \*Requires food service personnel

Elementary-Multi-Purpose Room  Performing Arts Center (BPAC)  Other: \_\_\_\_\_

Single activity date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Recurring activities: Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Monthly  Weekly Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Applicant/Organization information:**

School/Child Related/Government (Category I)  Non-Profit (Category II)  Commercial Enterprise (Category III)

Organization Name: \_\_\_\_\_

Representative Name & Title: \_\_\_\_\_

Billing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

On site person and cell phone: \_\_\_\_\_

Equipment/setup requirements:  
\_\_\_\_\_  
\_\_\_\_\_

Who will check out keys? (Name) \_\_\_\_\_

Participants: Youth: \_\_\_\_\_ Adults: \_\_\_\_\_

Arlington Public Schools use of building has priority over community use. The District reserves the right to cancel any use of facilities should the use conflict with a District function; or in order to perform maintenance at the facility; or in the event a power curtailment is required by the power or gas companies. Every effort will be made to give the user a twenty-four (24) hour notification of a cancellation.

I, the undersigned (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:

1. Fees will be billed. Fees must be paid within two (2) weeks of the invoice date.
2. Written notice of cancellation must be given at least five (5) days prior to the scheduled rental date.
3. Gym use: User will be held responsible for enforcing the following items:
  - a. No black-soled shoes on the gym/multi-purpose room floor;
  - b. Absolutely no street shoes on the gym floor;
  - c. Participants must be confined to gym area and rest rooms.
4. All AHS Stadium users must read and follow John Larson Stadium rules posted on APS website.
5. The User will be held responsible for costs of repair for damages or missing items as determined by Arlington Public Schools.
6. The User will provide proof of insurance as follows:
  - a. Minimum limits of general liability: \$2,000,000 Combined Single Limits; and an endorsement naming Arlington Public Schools as additionally insured.
  - b. Arlington Public Schools must receive a certificate of insurance naming Arlington Public Schools as additional named insured, at least five (5) working days before facility use begins.
7. The User agrees to restrict attendance to the facility's legal capacity. All fire code rules and regulations will be strictly enforced.
8. The User will be held responsible for control of all individuals present during the time of the facility use.
9. User must comply with all federal, state, and local rules and regulations and not discriminate on the basis of race, color, national origin, sex, age, or disability. (As per Arlington Public Schools Policy 5010)
10. User agrees to notify the District of any accidents immediately, and fill out a District Incident Report.
11. Equipment (e.g., basketballs, volleyballs, etc.) to be provided by the User.
12. Arlington Public Schools reserves the right to concessions if the User requests them.
13. **NO** alcohol, smoking, tobacco products, drugs or firearms are allowed on District property.
14. **NO** helium balloons allowed in district school buildings.

**User Group Categories\*:**

- I. **School or Child-Related Groups or Other Government Agencies** include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation.
- II. **Non-profit or Other Groups** include those organizations which might wish to use school facilities for lectures, promotional activities, political rallies, entertainment, college courses, wedding receptions, community parties, funerals, community fund raisers, sororities, adult recreation, etc., or other activities for which public halls or commercial facilities generally are rented or owned. Rental charges may be waived when a service club or other non-profit group is raising funds for charitable purposes.
- III. **Commercial Enterprises** includes profit making organizations and business-related enterprises. While the District would prefer organizations to use commercial or private facilities.

*\*Categories defined per Board Policy 4260*

**User group fees will be per the facility use fee schedule and may include rental, utility, maintenance, kitchen, and/or custodial fees.**

**Agreement:** *the User agrees to protect, indemnify and hold harmless Arlington Public Schools, its elected and appointed officials, employees, agents, staff, and volunteers from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the users activities and/or use of premises, except for the sole negligence of Arlington Public Schools. Further, the User hereby acknowledges that he/she has read this form and agrees to abide by said conditions.*

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_