

ANACORTES SCHOOL DISTRICT 103

Application to Use Brodniak Hall

The School Board of Directors wishes to encourage use of school facilities by the community as long as use is for a lawful purpose and does not interfere with the conduct of the district's educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and 4260-P and the current schedule of user fees. ALL youth sports groups must provide letter of compliance regarding the management of concussion and head injury. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district's interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

Today's Date: _____ Applicant/Organization Name: _____

Contact Person: _____ Phone: _____

Address (Street, City, State, Zip): _____

Email: _____ Alternate Contact /Phone: _____

Purpose of Event: _____

Facility Requested:

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Full Auditorium | <input type="checkbox"/> Main Seating Only | <input type="checkbox"/> Stage Only |
| <input type="checkbox"/> East Lecture | <input type="checkbox"/> West Lecture | <input type="checkbox"/> Band Room |
| <input type="checkbox"/> Choir Room | <input type="checkbox"/> Other (please specify: _____) | |

Time and Date

Dates: _____ Hours From: _____ to _____ (am/pm)
 Day(s) of Week Month Date(s)

Approximate Number of People Expected AUDIENCE _____ PERFORMERS _____

WILL ADMISSION BE CHARGED? Yes No FUND RAISING? Yes No

EQUIPMENT NEEDED: Stage Lighting Spotlights Band Risers Chairs Sound System
 Lecturn Choir Risers Grand Piano Other (please specify _____)

FACILITY RENTAL FEES will be determined by the latest established rental rates. Payments of charges shown on the application form are to be made to the district within 30 days of invoice date. Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises.

AGREEMENT AND INSURANCE

The person or organization entering into this agreement with School District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the School District for any damage arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

The user of school facilities must hold the Anacortes School District, its School Board and District employees harmless from any and all claims by any person arising from the use of the premises except for the sole negligence of Anacortes School District.

Each application for use of facilities shall be evaluated as to the need for the applicant to provide proof of bodily injury and property damage liability coverage. If required, such proof of insurance must be provided prior to the use of school facilities and the insurance certificate must name Anacortes School District as additionally insured.

The Superintendent or designee may qualify applications as a district-approved activity on a case-by-case basis.

The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT _____ DATE _____

RULES AND REGULATIONS

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- All 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.
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Seattle and State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals cannot use district-owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

FOR DISTRICT USE ONLY

- | | | | | | | | |
|---|--------------------------------------|------------------------------------|-------------------------------|-----------------------------------|-----------------------------------|-----------------------------|----------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Category: | <input type="checkbox"/> I | <input type="checkbox"/> II | <input type="checkbox"/> III | <input type="checkbox"/> IV | <input type="checkbox"/> V |
| <input type="checkbox"/> Single event | <input type="checkbox"/> School year | <input type="checkbox"/> Summer | <input type="checkbox"/> Days | <input type="checkbox"/> Evenings | <input type="checkbox"/> Saturday | | |
| <input type="checkbox"/> Sunday & Holiday | | | | | | | |

Certificate of Insurance
Letter Compliance w HB1824

- | | | |
|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Requested | <input type="checkbox"/> Received | <input type="checkbox"/> Waived |
| <input type="checkbox"/> Requested | <input type="checkbox"/> Received | |

Facility/Building Rental Fee \$ _____ Per Hour / Other Charges: \$ _____
Event Total: _____ Date Billed: _____

Signature of District/Building Facilities Coordinator _____ Date: _____

USE OF SCHOOL FACILITIES

Anacortes School District buildings and facilities are provided primarily and specifically for use in supporting the educational program for school-age children. Any other use of district facilities will be considered after the priorities of educational programs and related activities.

USE OF SCHOOL FACILITIES FOR NON-SCHOOL ACTIVITIES

The use of school facilities by members of the community is strongly supported. Procedures governing such use will be developed and revised by the Superintendent.

Use of school facilities shall not interfere with regular school curricular programming nor interfere with school sponsored activities. Facilities will only be used for district-approved programs during normal school day hours. District approval for facility use must be obtained before use is permitted. Approval of use of district facilities by a group or organization does not constitute endorsement of the group or organization's objectives by the District

A separate interlocal agreement between the District and City of Anacortes Parks and Recreation allows priority use of district facilities over other non-school users based upon prior scheduling of facility use.

A schedule of fees and charges will be developed by the Superintendent as provided by RCW and approved by the Board of Directors. Fees will be established by user classification, will be consistently applied, and will reimburse the District for expenses associated with the approved use.

School facilities may be rented or leased for such purposes as provided by law. Rental, lease or use of school facilities may be denied to individuals or groups or causes if the District has experience or knowledge that the individual, group, or activity would be disruptive, dangerous, or destructive to persons or property or which would cause the district to assume an unreasonable risk or liability.

Depending on the activity, the District may require individuals or groups to provide proof of liability insurance satisfactory to the District and its Risk Manager prior to the rental, lease, or use of district facilities.

In order to insure the orderly operation of the instructional program and the safety and health of school district students and staff, appropriate notification related to the use of facilities and/or school grounds will be accomplished by school district officials.

RESTRICTED USES

Some district areas and facilities may be posted with certain uses limited. For health and safety purposes:

1. School parking areas are to be used for vehicle parking only, unless proper consent is obtained from the Business Manager. Loitering in school district parking areas is prohibited.
2. Horses are prohibited from school grounds.
3. Motorbikes and other vehicles are not permitted on school property except on roadways and parking areas designated for public vehicles.
4. Tennis courts are restricted to tennis players only.
5. The flying of model airplanes or rockets when it hinders other ongoing student or public activities will be prohibited.
6. Use of golf equipment on school grounds is prohibited except in organized instructional programs.
7. Use of skateboards on school grounds is prohibited.

Legal References:	AGO 1973 No. 26 Initiative No. 276—School districts—Use of school facilities for presentation of programs—Legislature—Elections
	RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for
	28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities

RULES GOVERNING USE OF SCHOOL FACILITIES FOR NON-SCHOOL ACTIVITIES

BRODNIAK HALL SCHEDULING/USE APPROVAL

Scheduling

Scheduling Brodniak Hall during the school year will be coordinated between the high school principal and the auditorium manager in order to effectively facilitate the use of the hall by the schools and community.

A separate application form is required for the use of Brodniak Hall given the wide range of services and equipment available in this facility. A calendar of events will be maintained and coordinated by the high school principal and the auditorium manager.

Scheduling is based on an 'as available' basis.

Conduct

The following are enforced by state law: smoking and use of tobacco products are prohibited on all school properties. The use of illegal drugs and drug paraphernalia are not permitted on school premises. Dangerous weapons are not permitted on school premises.

Additionally, the district prohibits the use of alcoholic beverages, profanity, gambling, and unruly conduct or any other unlawful activities on school grounds, within school buildings, and on school property.

The application of material to walls, ceiling, or floor is prohibited unless approved in advance.

All activities will be conducted in a safe and reasonable manner. Activity organizers and supervisors will be held accountable for the safe, orderly, and reasonable conduct of all participants and spectators, if any, and are responsible for the conduct of any individual(s) who may be on school premises as a result of the scheduled activity.

See reverse side of Facility Use Application for general rules of conduct.

School administrative officers reserve the right to enter school buildings at any time and have the right to enforce district rules and regulations.

Food and beverages are not permitted in the auditorium. If food and beverages are required or desired by facility users, arrangements must be made for use of the cafeteria facility.

Insurance/Hold Harmless

Insurance certificates and hold harmless agreements are required for use of Brodniak Hall if event is not district sponsored.

Fees

A separate fee schedule and staffing wage will be established by the Superintendent and approved by the Board. Fees shall be established based on all direct costs of operating the auditorium at the level of services requested by facility users.

Brodniak Hall		
<i>All fees plus 2 hour custodial fee</i>		
<i>Operational Charges</i>	Full auditorium	\$75 per hour
	Main lecture	\$60 per hour
	Lecture hall only	\$20 per hour
	Stage only	\$25 per hour
	Full rehearsal	\$40 per hour
	Load in/load out	\$20 per hour
<i>Equipment Charges</i>	Band and Choir rooms	\$20 per hour
	Band and Choir risers	\$10 per riser
	Acoustic shell	\$40.00
	Grand piano	\$60.00
	Piano tuning	\$125.00
	Audio recording	\$30.00
	Marley dance floor	\$15 per section
	Gaff/floor tape	\$18 per roll
	Folding/stacking chairs	.50 cents each
	Folding tables	\$5 each
<i>Light Set Charges</i>	No changes	\$35.00
	Limited changes	\$70.00
	Major changes	\$125.00
<i>Deposits</i>	Required advance deposit for all bookings	\$100.00
	Cancellation up to two-weeks prior to event	100% refund
	Cancellation 5 days or less prior to event	50% refund
	Cancellation 24 hours or less prior to event	No refund

The District shall establish minimum levels of staff support for the stage and lighting services requested by a given applicant. Costs for staff will be fully recovered in the final billing for services.

A written estimate will be provided to each facility requester by the auditorium manager.

Wages		
<i>Brodniak Hall Workers</i>	Beginning Stage Tech	Minimum wage + 21% for benefits
	Intermediate Stage Tech	\$9 per hour + 21% for benefits
	Advanced Tech I	\$9.50 per hour + 21% for benefits
	Advanced Tech II	\$10 per hour + 21% for benefits
	Auditorium Manager	\$21 per hour + 21% for benefits