

Facility Use Agreement

Facility/Area Requested: _____	
Organization or Individual (Lessee): _____	
Purpose: _____	
Date(s) Needed: _____	Time: From _____ to _____
Estimated Attendance: _____	
Name of Person Responsible: _____	Contact Phone: _____
Equipment Needed: _____	
Custodian Needed? Yes _____ No _____ Other Personnel Needed? Specify: _____	

IT IS HEREBY AGREED THAT:

The **Lessee** shall rent the above described facility at the agreed upon date(s) and time(s) for the described function. Only the facility/rooms listed are to be used. The **Lessee** agrees to abide by and enforce all laws or school policies as listed on the back of this form. The **Lessee** shall repair and make good all damages to the premises caused by the Lessee’s use of premises. The **Lessee** agrees to provide, if needed, a worker/person who has a current food handler’s card.

The **Lessee** agrees to indemnify and hold harmless the School District and its agents and employees from all claims, suits, actions of any nature and description for or on account of any injury, damage, or liability to persons or property arising from the rental or use of the school facilities.

The **Lessor**, Columbia School District #206, reserves the right to cancel the Facility Use Agreement in the event of an emergency which requires the facility to be available to the Lessor for its use at the same time as the scheduled event. If this occurs, the **Lessor**, Columbia School District #206, will attempt to provide a substitute facility to the **Lessee**.

The **Lessee** agrees to comply with Title IX of the Civil Rights Act passed by Congress, and all laws, rules and regulations, and ordinances of the State of Washington, and Board of Directors of Columbia School District #206. The General Conditions and Procedures for Building Use which governs the use of Columbia School District #206 facilities are on the back of this page.

LESSOR (Columbia School District):

Principal’s Signature: _____	Date: _____
Superintendent’s Signature: _____	Date: _____

LESSEE:

Print Applicant’s Name: _____
Applicant’s Signature: _____
Date Signed: _____
Address _____
City/State/Zip _____
Phone _____

**HOLD HARMLESS AND INSURANCE CLAUSES FOR RENTAL AGREEMENTS
FOR THE USE OF SCHOOL FACILITIES**

SPECIAL INSURANCE REQUIREMENTS, IF APPLICABLE.

THE RENTER, _____ AGREES TO INDEMNIFY AND HOLD HARMLESS COLUMBIA SCHOOL DISTRICT NO. 206, IT'S APPOINTED AND ELECTED OFFICIALS AND EMPLOYEES WHILE ACTING WITHIN THE SCOPE OF THEIR DUTIES AS SUCH, FROM AND AGAINST ALL CLAIMS, DEMANDS, LOSS, LIABILITY OF ANY KIND AND CHARACTER, INCLUDING COSTS OF DEFENSE, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE RENTER'S USE OF THE SCHOOL FACILITIES SPECIFIED IN THIS AGREEMENT.

THIS FORM SHOULD BE SIGNED AND RETURNED TO THE SUPERINTENDENT OF COLUMBIA SCHOOL DISTRICT NO. 206 PRIOR TO ANY USE BY THE RENTER OF SCHOOL FACILITIES COVERED BY THIS AGREEMENT.

Signature of Applicant and Title

Facility/Area Requested

Date of Use

Date of Application

(See attached signature requirement for adults participation in a recreational group activity)

General Conditions and Procedures for Building Use

1. Proof of insurance may be requested prior to event.
2. A hold Harmless Agreement must be completed and signed prior to event.
3. The group or individuals using the facility must agree to clean and restore the facility and/or equipment to it's original arrangement.
4. Tobacco is not allowed on school grounds by State Law. This law must be enforced.
5. Alcohol or illegal drugs must not be allowed on school grounds.
6. Only rooms/facilities listed on the application (along with halls and restrooms) are to be used.