



MERCER ISLAND SCHOOL DISTRICT
 4160 98th Ave SE ♦ Mercer Island, WA 98040 ♦ 206-236-3316 ♦ 206-230-6303

APPLICATION TO USE SCHOOL FACILITIES

The Mercer Island School Board of Directors wishes to encourage the use of school facilities by the community as long as use is of lawful purpose, and does not interfere with the conduct of the District's educational programs, and does not cause the District to bear undue financial burden. Community use of facilities is subject to the terms of Administrative Policy and Procedures # B-04 and the current schedule of user fees. (Available upon request.) Fees may be charged for the use of school facilities to ensure that funds intended for education of children are not used for other purposes. Permission to use a particular facility may be denied based upon the District's sole judgment. No person shall be denied the full enjoyment of the facilities because of race, color, sex, creed, religion, sexual orientation, ancestry, national origin, physical, sensory or mental abilities.

NAME OF ORGANIZATION _____

CONTACT NAME _____ NUMBER OF TEAMS/PARTICIPANTS _____

ADDRESS _____ DAYTIME PHONE _____

NATURE AND PURPOSE OF ACTIVITY _____

SPECIFIC FACILITY/SCHOOL REQUESTED _____

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Practice Room | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Library | <input type="checkbox"/> Upper Commons | <input type="checkbox"/> Board Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Lower Commons | <input type="checkbox"/> Gym |

DATES TO BE USED _____ TO _____ DAY OF WEEK _____

TIMES OF DAY/EVENING: FROM _____ AM/PM TO _____ AM/PM

WILL ADMISSION BE CHARGED? _____ WILL CUSTODIAN SERVICES BE NEEDED? _____
 (Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs and performing routine clean up)

EQUIPMENT NEEDED: Chairs Tables Flag Screen Microphone Projector
 OTHER: _____

FACILITY RENTAL FEES will be determined by the latest established rental schedule of user fees. Payment of charges shown on the application form is to be made to the district within 30 days. 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 before, during, or after the activity.

AGREEMENT AND INSURANCE
 The person or organization entering into a rental agreement with Mercer Island School District #400 for the use of school facilities and equipment described above, certifies that the information given in this application is current and correct. 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 school district facilities will be reported to the school district immediately.

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, attendees or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the school district, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses or rights of action, 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 gross negligence of the 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 _____