

**Fife School District 417**  
**5802 20 Street E**  
**Tacoma WA 98424**  
**253-517-1000**

**Use of Facility Request**

The following procedure will be used in processing "Use of Facility" requests:

- Step 1*      The *Application and Permit For Use of District Facilities and Fields* will be available to the public in school building offices and the district office.
- Step 2*      Completed applications, including Insurance Verification and Head Injury Procedure, will be submitted directly to the Fife School District Deputy Superintendent Office, 5802 20 Street E, Tacoma WA 98424-2000
- Step 3*      Determination will be made if there is a schedule conflict and if custodial and supervision needs can be met.
- If there is a conflict, the application will be denied and returned to the applicant.
- Step 4*      The rental fee will be assigned and supervision/custodian needs will be determined and arranged. The approved request will be returned to the person making the request.
- Step 5*      Application fee, if required, must be paid at least three (3) days prior to the scheduled use.
- Step 6*      A copy of the completed application will be sent to the requested building to finalize the date.

FIFE SCHOOL DISTRICT 417  
BUILDING USE GUIDELINES(4260P) updated 6/09

Refer to District Policy and Procedures 4330 for complete district and building use requirements. This information is provided as an abbreviated outline to complement the application document.

1. School functions and education-related organizations will have first priority. The continued use of a facility is not automatically guaranteed. School or district needs can supersede approval for other ongoing activities.
2. A use application form shall be completed and filed with the Deputy Superintendent's Office no less than fourteen (14) calendar days in advance of intended use. All applications must include the name of the person who will be responsible for sponsorship, supervision, and security of the facility.
3. The application fee must be paid as part of the scheduling procedure three (3) days prior to the scheduled use.
4. Proof of liability insurance and head injury policy (HB 1824) will be required of all non-school related groups requesting the use of school district facilities. Signed copies of the agreement, insurance form and head injury policy must accompany the facility request form.
5. Fife School District is a tobacco-free district. The use of tobacco on ALL district property is prohibited (This includes school district parking lots.)
6. Weapons, open fire, and cooling (without prearranged supervision) are prohibited.
7. Misconduct, profane and improper language, use of intoxicating beverages and/or controlled substances, the carrying of weapons, or other violations of district policy or regulations will be sufficient cause for denial or termination of a use permit.
8. Adult supervision is required for all activities, and in all areas including restroom and hallways.
9. Unless specific arrangements have been previously made, the adults using the facility are responsible for setup and general cleanup. This includes restrooms and adjacent hall areas. All areas must be left in the original condition.
10. Appropriate shoes are required on gym floors and specialized playing surfaces.
11. Use of school/audio visual/electronic equipment must be specifically requested. Certain equipment is subject to operation only by a district employee.
12. Prior approval is needed before applying material to walls, floors or ceilings. Directional signs should be posted early; signs and decorations must be removed before leaving.
13. Discuss in advance requests for special equipment or special setup.
14. A building custodian/ supervisor must always be in the building during the use of facilities. Ask the custodian how he/she can be contacted in case of emergency. The custodian will be performing work for the school district and will also help resolve emergency situations.
15. The custodian is not authorized to admit anyone into areas not specifically scheduled or provide equipment not previously authorized.
16. Use of the building is canceled when the building is closed by an emergency, such as school closures for snow.
17. Situations that arise during an activity that require the assistance of district personnel normally not on duty will result in additional charges (i.e. fire alarms, bomb threats, mechanical/electrical problems, etc.).
18. The playing fields in Fife School District are available to the public for a variety of uses. It is important that proper care during and after uses takes place. Groups using the facilities on an ongoing basis should provide an outdoor restroom for their participants and fans. Parking is also a concern. Supervisors of the activity should make sure their groups and fans are not blocking or inhibiting district patrons or emergency access.
19. Vehicles must be parked in designated parking areas. Vehicles parked on sidewalks, grass, or in designated fire lanes can be impounded.

**FIFE PUBLIC SCHOOLS  
APPLICATION AND PERMIT FOR USE OF DISTRICT FACILITIES AND FIELDS**

**NAME**

Name of organization \_\_\_\_\_ Person in charge \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 School Sponsored \_\_\_\_\_ Non-School Sponsored \_\_\_\_\_ Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

**NATURE OF GROUP/MEETING**

Nature and purpose of use \_\_\_\_\_  
 Anticipated attendance \_\_\_\_\_ Number of adult supervisors \_\_\_\_\_ Is the group/organization covered by liability insurance (attach copy)? Yes \_\_\_\_\_ No \_\_\_\_\_  
 What is the approximate percentage of Fife School District students/residents who will be involved in the activity? \_\_\_\_\_ %  
 Will admission or tuition be charged or funds solicited? Yes \_\_\_\_\_ No \_\_\_\_\_ If admission or tuition, how much? \_\_\_\_\_  
 For what purpose will the proceeds be used? \_\_\_\_\_

**FACILITIES REQUESTED**

**Location:**  Discovery  Endeavour  Hedden  Surprise Lake MS  Columbia JH  Fife High  LOC  Administration Bldg  
**Space:**  Performing Arts Center  Meeting Room  Multipurpose Room  Cafeteria  Gym 1  Gym 2  Fields  Artificial Surface Fields  
 Locker Rm (boy / girl)  Other/Specify field usage \_\_\_\_\_

**EQUIPMENT** (List any that will be needed, see Facilities Care Instructions; Requesting group is responsible to set up, take down chairs, or general clean up.)

**DATE(S) & TIME** (Remember to include set-up and clean-up time.) \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

**SPECIAL ARRANGEMENTS**

This application is made subject to District Policy and Regulation 4330 - 4335 for the use of public school facilities. The undersigned agrees that these rules shall be strictly observed and accepts the entire responsibility for their enforcement. Further, the User agrees to protect, indemnify, and hold harmless the District, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement, except for sole negligence of the District. If the fields are being rented, the applicant agrees they have been inspected and found suitable and safe for use. The applicant declares that the organization does not practice discrimination of any kind. I have read and agree to the guidelines on the back of this page.

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

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY BUSINESS DEPARTMENT**

Rental Fee:	Room	Hours	x	Rate	=	Total
Supervision Fee:	_____	_____		_____		_____
Custodial Fee:	_____	_____		_____		_____
Equipment Fee/Per Use:	_____	_____		_____		_____
Other (specify):	_____	_____		_____		_____
<b>PLEASE PAY THIS AMOUNT BY</b> _____						

**ADVANCE PAYMENT REQUIRED**

Please make payment to:

Fife School District  
5802 20<sup>th</sup> Street East  
Tacoma, Washington 98424  
(253) 517-1000

**User Category:**    I    II    III    IV

\_\_\_\_\_  
Deputy Superintendent Approval    Date

## **USE CATEGORIES**

The Superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, security, etc. For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

- Category I Parent, youth and/or teacher groups** whose purpose is the advancing or supplementing of education, and are open to the general public; community betterment groups; public agencies or other local groups formed to address community issues, whose meeting serves public purpose, in the judgment of Fife School District. Groups in this category are PIE, PTA, booster clubs and superintendent approved activities.
- Category II Youth non-profit social and recreation groups** whose main purpose is to promote the welfare and improve the quality of life for community boys and girls. Groups in this category are those whose membership is predominantly made up of Fife School District students. Groups in this category are: Boy Scouts, Girl Scouts, Campfire Girls and community athletic youth teams.
- Category III Adult non-profit organizations** who use district facilities or fields to provide/promote instruction or entertainment, or other activities for which public commercial facilities are generally rented. Groups in this category include community clubs, daycares, post-secondary institutions, 501c3 groups with paid employees, and cultural, political, sectarian, adult recreation, religious and other adult non-profit organizations.
- Category IV Commercial or profit-making groups**, including but not limited to profit-making groups and business-related enterprises. While the District would prefer profit-making organizations use commercial or private facilities, facilities may be rented at the prevailing rate charged by commercial facilities in the area.

**District sponsored curricular and co-curricular activities retain first priority in the use of facilities and fields.**

Scheduling priority shall be given to groups in the order of their date of receipt of written application to the Deputy Superintendent, and then their categorical classification.

Authorization for use of any District property shall not be considered an approval or endorsement of the activity, organization or purposes represented.

In no case will the District authorize facility use in perpetuity by any group. District authorization is valid for one school year only.

Organizations requesting use of any facilities must complete and sign the Application and Permit for Use of District Facilities and Fields form.

The District may cancel any use agreement or authorization.

**All applications for the use of school district facilities will be considered by Fife School District without regard to race, color, nationality, origin, gender, or disability.**



## **FIFE SCHOOL DISTRICT 417 FACILITIES CARE INSTRUCTIONS**

Fife School District is happy to make our facilities available for our patrons and outside groups. In order for us to continue with this policy, we need to be sure that the facilities are taken care of and used appropriately. We take pride in the excellent condition of our facilities and we need your help to maintain them. When outside groups use the gymnasiums, fields, or cafeteria, they become responsible for the care and appropriate use of these facilities. Any questions or concerns can be answered by calling the district office at 253-517-1000.

### **Playing Fields**

The fields in Fife School District are available to the public for a variety of uses. It is important that proper care during and after each use takes place.

- Groups using the facilities on an ongoing basis and/or involving large numbers of people will be required to provide an outdoor restroom for their participants and fans.
- Parking is a concern. Supervisors of the activity should make sure their groups and fans are not blocking or inhibiting district patrons or possible emergency vehicles. Parking is not allowed on the sidewalks, on the grass, or in designated fire lanes.
- Field areas should be policed after each use and all litter cleaned and disposed of in receptacles.
- The attached or adjacent district buildings are not available unless they are part of a rental agreement with the district.
- Playfield areas have a variety of uses. Be sure that members of your group are not using attached or adjacent areas for inappropriate activities. (i.e. tennis courts are only for tennis)
- Move practices around to prevent wear and tear on certain areas of the field.
- Your group has the responsibility for all people that are involved in your activity and also for the behavior of spectators.
- Misuse of the facility may result in losing your privilege to reserve the facility in the future.
- Outside equipment is not provided unless you have requested it in your facilities request form.
- **Groups using the Surprise Lake artificial surface field must comply with the proper shoes and field use requirements as posted on site.**
- **Users are responsible for all rules & regulations of city ordinances and school district requirements.**

### **Gymnasium and Cafeteria**

The Surprise Lake Middle School gymnasium and cafeteria can be used for a variety of uses by outside groups. It has a multiple use floor but shoe wear on this floor still needs to be monitored.

The Fife High School gymnasium has only a few uses available to interested groups. Court sports would be the only available usage. The main floor(s) has a delicate finish and improper shoe usage will not be tolerated.

- Tennis shoes should be cleaned prior to use on floor.
- Absolutely NO street shoes are allowed on the wood gym floors.
- Gym is to be used for court sports only (basketball, volleyball, badminton, pickleball, etc.).
- Adjoining rooms are not to be used without prior permission.(i.e. locker rooms, weight room, training room, wrestling room).
- Balls are not provided. Other gym equipment may be used with prior approval.
- The bleachers are not to be climbed on or used for other inappropriate activity.
- Do not throw, kick, or hit balls against walls, ceiling, or bleachers.
- Stage area is not to be used unless prior approval was obtained.
- Cafeteria tables are not to be sat on or climbed on. SLMS cafeteria tables should not be used without prior approval.
- The facility should be as clean and orderly as you found it when you entered.

**Insurance Verification Agreement**  
**(attach to any building/facility use request form)**

The person or organization entering into this agreement with the School District for the use of facilities or equipment described in the facility use request 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 will be reported to district authorities immediately.

In accordance with Chapter 28A.335.RCW, private nonprofit groups serving youth are required to provide proof of bodily injury coverage of no less than \$50,000 per occurrence/\$1,000,000 aggregate. For-profit, business groups are required to provide proof of bodily injury coverage of no less than \$1,000,000 per occurrence. The School District must be named as additionally insured on said policy. Coverage cannot be cancelled or reduced within thirty (30) day's written notice to the district. (low-cost Special Events Liability Insurance is available through the school district's carrier).

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 agent, 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 agree with the conditions and charges established. A copy of your insurance is to be on file with this agreement at the Fife School District business office.***

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Fife School District**  
**Compliance Statement for HB 1824, Youth Sports-Head Injury Policy**  
**(attach to any building/facility use request form)**

\_\_\_\_\_ requests the use of the Fife School District facilities for the following dates:

\_\_\_\_\_.

\_\_\_\_\_, a non-profit youth sports group, verifies all coaches, athletes and parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.

Attached is proof of insurance under the accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death of one person and at least \$100,000 due to bodily injury or death to two or more persons.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Representative of Private Non-Profit Youth Sports Group

- Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee.