

Snoqualmie Valley Public Schools
Operations Department

Facility Use Procedures

Attach application to your online Community Use request or you may bring to the district office.

1. Application Form – Completed signed and dated
 2. Certificate of Liability Insurance and Endorsement of Additional Insured
 3. Copy of Non-profit status (501c3) if applicable
 4. Compliance Statement Form (Applicable to ANY athletic activity indoors/outdoors)
- ❖ An estimate of cost will be emailed. Processing fee of \$15 is required before final approval is given – check, cash or visa/debit. Online payments at <https://payments.svsd410.org/>

Website information contains:

- Application Forms
- User Classifications
- Fee Rates
- Insurance requirements and examples

And for any Athletic activity:

- Compliance Statement form that combines: HB1824, in accordance with House Bill1824, the Zachery Lystedt law and SB5803 Sudden Cardiac Awareness law.

Certificates of Insurance must:

- List Snoqualmie Valley School District #410, 8001 Silva Ave SE, Snoqualmie, WA 98065 (not the school) as “Certificate Holder”
 - List Snoqualmie Valley School District as “additional insured” in respects to the user group’s activity in the specific school and dates of use or for the school year (Specific dates can be listed or it can state for all activities through the entire school year)
 - Include a separate Endorsement page for the “Additional Insured” which includes the policy number and the Snoqualmie Valley School District named as “Additional Insured”
- ❖ Certificates of Insurance can be attached to your on-line Community Use request or Fax to: 425-831-8041. **When faxing certificates of insurance, please note the following information:** User group name, school requesting, and date of use.

Food Permit & Food Handlers:

When cooking/preparing food on site i.e. hot dogs, hamburgers, chicken, etc. or keeping food hot, a temporary King County food permit and Washington state food worker card is necessary. For more information and applications, visit the following website:

<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx>

A copy of the approved Use Permit and food worker permit (if applicable) is required, during rental of the facility or on district grounds; district staff may ask for verification at any time.

Please remember – use is not authorized until the district has approved the Facility Use request after determining the insurance is correct and processing fees have been collected. User groups do not have approval until they have received an email approval from the district.

****This includes advertising your event!! DO NOT advertise an event at any District site without a Facility Use approval. If advertising an event is important, send in your Facility Use application 2 weeks PRIOR to the planned start of advertising.**

If you have any questions, please call 425-831-8031