



Snoqualmie Valley School District 410
 8001 Silva Avenue SE, PO Box 400, Snoqualmie WA 98065
 Phone (425) 831-8000 FAX (425) 831-8040

MT SI HIGH SCHOOL AUDITORIUM USE APPLICATION PACKET

- All applications must be turned in **ten (10) business days** prior to requested date.
- Your rental application is not approved until all administrative signatures and proper insurance forms are in place. You will be notified via e-mail.
- A Certificate of Liability Insurance is required for all rentals.

Rental Fees Schedule (all rental applications must include a \$15 processing fee)

FACILITY USE FEES (see Community Use Policies)

Group 1-District/School Oriented Groups (No fee for facility, any employee time will be billed)

Group 2-Local Non-Profit Youth Groups (participants must live within the Snoqualmie Valley School District boundaries)

Group 3-Other Non-Profit Youth & Adult Groups (youth groups not qualified as Class 2, adult non-profit groups, religious services, private schools, preschools, colleges, universities, and government agencies)

Group 4-Commercial Groups and other Functions (Includes both for profit and non-profit organizations that charge admission and/or participation fees and/or have as a purpose the generation of income for the host group or individual(s).)

	Group I	Group II	Group III	Group IV
<u>High School Auditorium- Hourly</u>				
High School Basic Theatre	\$0.00	\$35.00	\$55.00	\$110.00
<u>All Locations - Hourly</u>				
Classrooms	\$0.00	\$15.00	\$20.00	\$35.00
Choir Room	\$0.00	\$20.00	\$30.00	\$60.00
Kitchen	\$0.00	\$30.00	\$40.00	\$50.00
Library	\$0.00	\$25.00	\$35.00	\$50.00
Wildcat Court	\$0.00	\$25.00	\$35.00	\$50.00
Multi-Purpose/Commons	\$0.00	\$20.00	\$35.00	\$80.00

Equipment – Per Use

Chairs / per 50	\$0.00	\$20.00	\$30.00	\$50.00
Projector	\$0.00	\$25.00	\$25.00	\$50.00
Piano	\$0.00	\$60.00	\$60.00	\$60.00
Portable Sound System	\$0.00	\$25.00	\$25.00	\$35.00
Music Stands (25)	\$0.00	\$0.00	\$5.00	\$15.00

Employees (required for all rentals if rental occurs outside regular work hours)

	Regular	Overtime
Custodial - Per Hour	\$30.00	\$45.00
Cooks - Per hour	\$25.00	\$36.00

Energy Fee (charged during non- school hours/days)

Elementary \$5.00 per hr* Middle School \$10.00 per hr* High School \$15.00 per hr*

*These rates can be adjusted without prior notification as a result of increased energy costs.

Extensive Setup Fee

Any group requiring extensive setup and cleanup, or groups larger than 100 in attendance may be charged a setup fee

SNOQUALMIE VALLEY SCHOOL DISTRICT MT SI HIGH SCHOOL AUDITORIUM USE APPLICATION

PO BOX 400 - 8001 SILVA AVE SE - SNOQUALMIE WA 98065

DATE RECEIVED BY DIST.

MUST BE TURNED IN 10 BUSINESS DAYS PRIOR TO REQUEST WITH NON-REFUNDABLE PROCESSING FEE TO THE DISTRICT OFFICE

APPLICATION IS NOT APPROVED UNTIL BUSINESS OFFICE RETURNS SIGNED APPLICATION VIA EMAIL

BASIC THEATRE _____ (includes seating, house lights and stage) ADDITIONAL SPACE(S) _____	COMMONS _____
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GROUP REQUESTING FACILITY: _____

BILLING ADDRESS: _____ CITY/STATE/ZIP: _____

CONTACT NAME: _____ PHONE: _____

BILLING E-MAIL: _____ CELL: _____

Date(s) Requested for Rehearsal: _____

Dates(s) Requested for Performance: _____

Event Time: From: _____ TO: _____

Time Entering the School: _____ Time Leaving the School: _____

Name/Type of event: _____

Number of performers: _____ Expected audience: _____ Total: _____

Additional Requests: _____

Applicant/Organization shall **provide proof of general liability coverage** of no less than \$1 million dollars per occurrence. SVSD must be named as additional insured on said policy. Coverage shall not be canceled or reduced without thirty (30) days written notice to the district. **Must Be Attached**

Your signature acknowledges that you have read and understand SVSD Policies regarding facility rental and **commits to pay all fees associated with this rental**. Your signature further acknowledges that you are authorized to sign on behalf of the Applicant/Organization and agrees to all of the rules and regulations as stated in Policy and Procedures- Community Use of District Facilities. That the Applicant/Organization agrees to protect, defend, indemnify, and **save harmless the District** and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this permit. The Applicant/Organization further agrees to reimburse SVSD for any damage arising from the Applicant's use of said facility.

(Applicant Initials)

The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RW 28A.640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, or phone 425-831-8015.

Applicant Signature: _____ Date: _____

DISTRICT USE ONLY	Non-Refundable Processing Fee: \$15
User Fee: \$ _____ X _____ Hours = \$ _____ (x _____ multiple uses = _____ TOTAL)	Date Received: _____
Equipment / Other Charges: Item _____ Item _____ \$ _____ Item _____ Item _____ \$ _____ TOTAL	Received by: _____
Required Staff: Standard \$ _____ X _____ Hours = \$ _____ TOTAL	Check #: _____
TOTAL ESTIMATED CHARGES \$ _____	USER CLASSIFICATION I – School Related <input type="radio"/> II – Youth Oriented <input type="radio"/> III – Youth/Adult <input type="radio"/> IV – Profit / Commercial <input type="radio"/>

Operations Director: _____ Date: _____

Business Manager: _____ Date: _____