

ATTENTION! By completing the application you hereby agree to the following:

TERMS & CONDITIONS

It is the aim of the Snoqualmie Valley School district No. 410 Board of Directors to make the school facilities available for the widest possible school and community use. School functions, however, have priority over community use.

To the fullest extent permitted by law, the User 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 the submitted permit. The User further agrees to reimburse SVSD for any damage arising from the users use of said facility.

1. Applications shall not be considered officially approved until a written Facility Use Permit has been signed by the applicant and the district's Facilities Services office.
2. The user will provide proof of a certificate of insurance naming Snoqualmie Valley School District as "Certificate Holder and Additional Insured" with an Endorsement page (which includes policy number) of the Additional Insured must be received by School District at least 10 business days before facility use begins.
3. Approval will not be granted for any meeting which may be in any way prejudicial to the best interest of the schools or for which satisfactory sponsorship and adequate adult supervision is not provided.
4. A building use application form shall be completed and filed with the Facilities Services Department not less than 10 business 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. Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, including police and fire protection when necessary. The amount of adequate supervision will be agreed upon at the time the authorization is issued. Animals are not allowed in District facilities.
5. All building use permits shall expire at the close of each school year (August 31st).
6. The applicant declares that the organization does not practice discrimination of any kind.
7. Decorations or the application of material to walls or floors will not be permitted without pre-approval first. User is required to remove, at their expense, materials, decorations, equipment, furnishings or rubbish left after use of facilities.
8. In addition to regular fees, a special custodial fee, kitchen staff fee, and /or additional use fee may be levied depending on nature of use and equipment needed. A district approved employee must be on duty any time a building is occupied by a user.
9. Prior to leaving the building, all "free use" (not paying for custodian) groups shall be responsible to clean and put in order to the condition they were found, the areas used by them or Fees may be invoiced to User.
10. User agrees to notify the District staff or custodian of any accidents immediately and file a district Accident Report.
11. Approved applications for the use of school facilities shall be revocable by the district and shall not be considered a lease.
12. Applicants must provide, upon request, a financial statement of revenue and expenses from any admission charges or offerings.
13. The district reserves the right to cancel or change any use of facilities. Every effort will be made to give the user a twenty-four hour notification. Should the district cancel, all fees will be returned. Should the renter cancel, the district will keep the processing fee. Any special set-up requirements accomplished prior to cancellation by the renter will be billed to the renter.
14. The User shall give 48 hours notice to the Facilities Services department of any cancellation of previously scheduled facility use. Failure to do so may result in charges for expenses incurred.
15. Fees shall be paid in accordance with the prevailing schedule and District policies. Charges will be billed to user.
16. Use of the building is cancelled when the building is closed by an emergency, such as school closures for snow.

Snoqualmie Valley School District is a tobacco free and any smoking is prohibited in ALL areas of the District. The use and/or possession of alcohol is prohibited on District property. Snoqualmie Public Schools is a gun-free District.

Guidelines for assignment of fees are as follows:

GROUP I - SCHOOL SPONSORED GROUPS: School sponsored groups shall have free use of facilities, except for direct extra costs incurred because of their use (i.e. weekends) or if a custodian is not regularly scheduled during the hours of facility use; ASB, PTSA, District Advisory Committees, curricular and extra-curricular student and staff groups; does not include other groups sponsored by these groups.

GROUP II – LOCAL NON-PROFIT YOUTH GROUPS: Groups whose primary purpose is to serve the youth of the community shall pay a fee designed to cover operating costs; Boys/Girls Clubs, youth recreations/sports leagues, scouts. Participants must live within the Snoqualmie Valley School District boundaries.

GROUP III - ADULT ORIENTED GROUPS: Adult oriented groups shall pay a fee that will take both operating and capital costs into consideration; service and community clubs, private schools, preschools, colleges, universities, adult recreation/sports, religious groups, political groups, government agencies.

GROUP IV - PROFIT/COMMERCIAL GROUPS AND OTHER FUNCTIONS: Commercial and for-profit groups will pay rates comparable to commercially available facilities; includes both for profit and non-profit organizations that charge admission and/or participation fees and/or have as a purpose the generations of income for the host group or individual(s).