



## Evergreen Public Schools

### **GENERAL GUIDELINES GOVERNING USE OF SCHOOL FACILITIES**

**AGREEMENT:** A *Facility Use Agreement* must be signed by an authorized representative of the requesting group, 21 years or older. This agreement must be completed prior to the scheduled event and be submitted to Building Rentals at least seven (7) working days prior to event date.

**CANCELLATION:** The facility user group shall notify Building Rentals of any cancellation at least three (3) days prior to scheduled event date. Failure to provide such advance notice may result in the facility user group being charged \$25 per late cancellation.

The *Facility Use Agreement* shall not be considered by the group as a lease and the District reserves the right to cancel or revoke any *Agreement* at any time when it deems such action advisable, and in the best interest, of Evergreen Public Schools. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation by the group on account of any loss, damage, or expense whatsoever.

**SUPERVISION:** The facility user group must provide adult supervision. A competent ADULT leader 21 years or older must accompany each group at every session. Under no circumstances will a group be admitted into a facility before the ADULT leader arrives. The ADULT leader shall check in and out with the designated school district representative and shall be the last person to leave following each session.

**PERSONNEL:** A designated school district representative must be on duty at all times while the building is in use.

**EQUIPMENT USE:** Specific arrangements and schedules for equipment, personnel, and supplies shall be made with the Building Rental Specialist in advance of the scheduled event. Extra custodial, police, or security personnel, at the facility user group's expense, may be required depending on the ages, size, and activity of the group.

Use of the cafeteria equipment, including kitchen facilities, shall require the presence of a cafeteria manager or designee appointed by the Food Service Supervisor.

**COST:** Rental charges shall be made on the basis of the established rental rate, computed personnel cost, equipment use, and/or supplies used. Charges may be adjusted for youth groups, youth benefits, or at the discretion of the District Administrators. Checks or money orders made payable to Evergreen Public Schools are due to Building Rentals upon receipt of invoice statement. All invoices are mailed the 10<sup>th</sup> of each month following facility use activity.

**CONDUCT:** District staff, facilities, and property must be respected at all times. Orderly conduct is required and members of the facility user group shall confine themselves and their activities to the areas specified in the *Facility Use Agreement*. Unauthorized use constitutes trespass.

**SUBSTANCES:** The sale, use, or possession of alcohol or illegal drugs on District property is prohibited, as is the use of any type of tobacco products. Violation of this provision by members of the facility user group is grounds for immediate termination of the *Facility Use Agreement*.

**DAMAGES:** The facility user group shall be responsible for the cost of repair and/or replacement of any equipment that is lost, stolen, or damaged beyond normal wear and tear.

**INDEMINIFICATION:** The facility user group agrees to protect, indemnify, and hold harmless Evergreen Public Schools, its employees, directors, agents, or other assigns, from all claims, suits, and actions of any nature for or on account of injury, damage, or loss to persons or property arising from the rental and use of District facilities, unless the proximate cause of such injury, damage, or loss is due to the sole negligence of the District, its officers, employees, or agents.

**INSURANCE:** The facility user group must carry liability insurance at its own expense covering District premises in the amount of \$2,000,000 general liability. Policies or certificates including the coverage, naming Evergreen Public Schools as additionally insured, shall be submitted to the Building Rentals office a minimum of ten (10) days prior to scheduled use. Depending on the nature of the event or activity, the District may waive this requirement.

**SCHOOL CLOSURE:** For school closure information, contact the District's "Emergency Hotline" at (360) 604-3637. In the event of emergencies or inclement weather, Evergreen Public School facilities will be completely **closed** to community user groups with no exceptions. If the schools have been closed that day, after hour community facility use is also closed. If the schools have been closed on the day preceding a weekend, weekend facility use is also cancelled unless otherwise notified by Building Rentals.

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#### **BUILDING RENTALS**

13501 NE 28<sup>TH</sup> STREET / PO BOX 8910 | VANCOUVER WA 98668-8910  
PH (360) 604-4009 | FX (360) 892-5307 | EMAIL aburbach@egreen.wednet.edu

Updated 02-25-08



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**TERMINATION:** Violation of any of the above guidelines shall constitute sufficient cause for immediate termination of the Agreement and/or denial of future facility use privileges.