 **SCHOOL FACILITIES USE REQUEST**Submit completed forms to the Montesano School District Office at 502 E Spruce Ave, Montesano, or you may email it to Cindy Wecker at cwecker@monteschools.org. To prevent delays, please include as much information as possible.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONTACT & GROUP INFORMATION** | | | | | | | | | | | | | | |
| Contact Person: | | | | | | | | Date Submitted: | | | | | | |
| Mailing Address: | | | | | Phone Number: | | | | | | | | | |
| City, State, Zip: | | | | | Email Address: | | | | | | | | | |
| Name of Group/Organization: | | | | Type: | | * School Organization | | | | | | * Community Organization | | |
|  | | * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **ACTIVITY/EVENT INFORMATION** | | | | | | | | | | | | | | |
| Facility Requested: | | | | | Date(s) Requested: | | | | | | | | | |
| Description of Activity: What is the nature and purpose? | | | | | Beginning Time:   \_\_\_\_\_\_\_\_\_AM / PM | | | | | | | | Anticipated # Attending: |  |
| Is this a fundraising activity? | * Yes | | * No | | Ending Time:  \_\_\_\_\_\_\_\_\_AM / PM | | | | | | | | # of Supervising Adults: |  |
| School Services Requested: | | * Sound System | | | | | | | * Special Lighting | | | | | |
| * Audio Visual | | * Custodial Staff (for set-up and/or clean up) | | | | | | | * Kitchen Facilities | | | | | |
| Additional Information; Extra Services/Equipment Required; Special Instructions/Requests: *(subject to approval)* | | | | | | | | | | | | | | |
| **ADDITIONAL INFORMATION** | | | | | | | | | | | | | | |
| **IF GYM, BATHROOMS, OR LOCKER ROOMS ARE USED: NO STREET SHOES ON THE GYM FLOOR.** | | | | | | | | | | | | | | |
| **USE OF GYM OR FIELDS FOR SPORTING ACTIVITIES/EVENTS:** The Compliance Statement for HB 1824, Youth Sports Head Injury Policy must be filled out and attached to this request. This may be obtained at the district office or athletic office. | | | | | | | | | | | | | | |
| **CUSTODIAL SERVICE:** Custodial services may be required. The district Maintenance Supervisor will contact the organization contact person to discuss what custodial services may be needed/required. Fees may apply; see fee schedule. | | | | | | | | | | | | | | |
| **FOOD SERVICE**: If the use of any district kitchen is requested, the district’s Food Service Manager will contact the organization contact person to discuss what food services may be needed/required. A food handler’s permit may be required. Fees may apply; see fee schedule. | | | | | | | | | | | | | | |
| **KEYS/KEY DEPOSIT:** A key deposit of $50 is required and should be paid at the office of the requested building. If a key to a facility is provided, the applicant/and or organization assumes full responsibility for returning the key to the building principal or designee the next working day after the completion of the event. If a key is lost or stolen, the applicant/organization agrees to compensate the district for all expenses associated with replacement keys, rekeying of locks and staff time. | | | | | | | | | | | | | | |
| **FEES:** Fees shall be determined by the Superintendent, as stated on the fee schedule, and are payable upon receipt of district billing to: Montesano School District, 502 E Spruce Ave., Montesano, WA 98563 | | | | | | | | | | | | | | |
| **APPLICANT SIGNATURE & DISTRICT APPROVAL** | | | | | | | **DISTRICT USE ONLY** | | | | | | | |
| All information on this application must be completed and signed before this application will be approved. By signing, you confirm that you have read, understand, and agree to abide by all procedures, rules, and regulations specified. You further confirm that you are authorized to sign this agreement. | | | | | | | Custodial Fee: | | |  | | | | |
| Facilities Use Fee: | | |  | | | | |
| Utility Fee: | | |  | | | | |
| Applicant Signature: Date: | | | | | | | Total Fees: | | |  | | | | |
| District Approval: Approved / Denied  Approving Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: Date: | | | | | | | Invoice Number: | | | | Amount Paid:\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Key Deposit: $ | | | | Date Returned:  / / | | | |

**Montesano School District No. 66**

**Category & Fee Schedule for School Facility Use**

**2023 – 2024 School Year**

|  |  |  |
| --- | --- | --- |
| **CATEGORY 1**  **School Related Groups**  **Youth, Non-Profit,**  **Charitable Groups**  **No Charge** | | **CATEGORY 2**  **Private Citizen,**  **Adult Groups**  **Facility Use Fee**  **Utility Fee** |
| School related activities, such as ASB, booster clubs, PTO groups, staff in-service classes, bargaining unit meetings, site councils, public elections, co-curricular meetings, and Board of Directors meetings. Fundraising activities allowed for District related organizations. There may be a charge for fundraising activities that occur outside the normal schedule of the building custodian. Custodial time will be charged as needed at $45/hour. | | Those organizations or events which benefit the members of the organization. Examples would be adult athletics, churches, political parties, fundraising activities not school related, special interest groups.  Custodial time will be charged as needed at $45/hour. |
| **LOCATION** | **CATEGORY 1** | **CATEGORY 2** |
| Libraries | No Charge | $20 Hourly Facility Fee $5 Hourly Utility Fee |
| Multi-Purpose Rooms/Commons | No Charge | $20 Hourly Facility Fee  $5 Hourly Utility Fee |
| Cafeterias | No Charge | $20 Hourly Facility Fee $5 Hourly Utility Fee |
| Classrooms | No Charge | $10 Hourly Facility Fee $5 Hourly Utility Fee |
| Rottle Field | $50 Hourly Facility Fee | $50 Hourly Practice Facility Fee  $75 Hourly Event Facility Fee plus Custodial and Supervisor Fee |
| Gyms | No Charge | $40 Hourly Facility Fee $10 Hourly Utility Fee |
| Batting Facility | $10 Hourly Facility Fee | $10 Hourly Facility Fee |
| Dick Tagman Field | $50 Hourly Facility Fee | $ 50 Hourly Event Facility Fee |

Revised 1/3/24