

Central Kitsap School District Community Schools

USE OF SCHOOL FACILITIES, FIELD & GROUNDS APPLICATION

Mail to: Central Kitsap Community Schools
PO Box 8
Silverdale, WA 98383
(360) 662-1635

For use at: _____

Name of School/Field _____

Will admission or other fees be charged? Yes No

Private	<input type="checkbox"/>
Commercial	<input type="checkbox"/>

Name of Applicant/Organization _____

Purpose _____ Number of Adults _____ Number of Children _____

Date (s) _____ Day (s) of the Week _____

Start Time of Event _____ End Time of Event _____

Set up Time _____ Take Down Time _____

Date (s) not available
To be completed by CKSD

Facility Requests:

Classroom (s) How many? _____	Cafeteria <input type="checkbox"/>	Library <input type="checkbox"/>	Gym <input type="checkbox"/>
Auditorium <input type="checkbox"/>	Hallways <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Parking Lot <input type="checkbox"/>
Football Field <input type="checkbox"/>	Soccer Field <input type="checkbox"/>	Baseball Field <input type="checkbox"/>	Softball Field <input type="checkbox"/>

Equipment Needed: -----

Chairs _____ Tables _____ Bleachers _____ Misc. _____

Contact Information:

Contact Person	Contact Phone	Email Address
Alternate Contact Person	Contact Phone	Email Address

Billing Address _____ City, State, Zip _____

Rental Rates:	Private Group Rate (churches, political parties, Pee Wee's etc.)	Commercial Group Rate (business, colleges, Real Estate etc.)
Classroom (s) (Regular & Portable)	\$9.00 per hr	\$16.00 per hr
Library & Conference Rooms	\$17.00per hr	\$27.00 per hr
Gymnasium	\$26.00 per hr	\$47.00 per hr
Cafeteria/Commons/Multipurpose Rooms	\$19.00 per hr	\$32.00 per hr
Auditorium, Theater, Forum	\$26.00 - \$35.00per hr	\$55.00 per hr
Field Use Fee	\$10.00 per use	\$20.00 per use
Parking Lot Fee	\$10.00 per use	\$20.00 per use
Youth Athletic Fee	\$5.00 per player - Roster Required	
Adult Athletic Fee	\$10.00 per player - Roster Required	
Seasonal Sports - (max. 3 months) \$58.00 within CKSD area, \$87.00 outside of CKSD area plus per player fee:		
Custodial	\$35.00 per hr	

Custodial fees **will** **will not** be charged at \$35.00 per hr Custodian Assigned _____

Other Fee's (designated per request)

Revised 8/18/2009

RULES AND REGULATIONS GOVERNING THE AFTER-SCHOOL USE OF CKSD FACILITIES, FIELDS AND GROUNDS

It is the aim of the Central Kitsap School District Board of Directors to make school facilities, fields and grounds available for the widest possible school and community use. School functions will have priority over community requests in processing applications. For this reason, approved applications for the use of school facilities, fields and grounds shall be revocable and shall not be considered as a lease. In the event of inclement weather, power outage or other events that make use of the facility impractical, community uses will be cancelled. Event (s) will be rescheduled at the earliest convenient time. Use of fields maybe restricted or cancelled at any time when the Grounds Supervisor declares a field unplayable.

Community users are the eyes and ears of our school facilities and fields after regular school hours.
If you observe vandalism, you are asked to report it to the CKSD Maintenance Department at 662-8260.
If you encounter unauthorized use, please call Community Schools at 662-1635.

Community applicants must exercise the utmost care in the use of school premises and must hold the Central Kitsap School District harmless from all liability resulting from use of requested facilities and equipment.

Applications for use of facilities, fields and grounds must be filed with Community Schools at least five (5) days, but not more than six months, prior to the starting date requested. Community Schools will work with late requests but cannot guarantee use under these circumstances.

Approval will not be granted for any meeting that may be in any way prejudicial to the best interests of the schools. The applicant must provide satisfactory sponsorship and adequate supervision. This shall include proper police and fire protection when necessary.

Groups are expected to maintain a controlled and orderly presence. A group's privilege to use school facilities/fields may be withdrawn when there is:
(a) use of alcohol or drugs on school grounds; (b) profane language or boisterous conduct; (c) smoking on school grounds, to include parking lots;
(d) blocking fire lanes and gates; (e) vandalism of school facilities and/or grounds; (f) failure to secure community lock on gate(s). Betting or other forms of gambling shall not be permitted on school premises.

Groups are expected to leave facilities/fields in as good or better condition than as found. Groups using facilities are expected to leave chairs, tables and other equipment exactly in the same position in which they were found. Decorations or application of materials to walls or floors will not be allowed with out special permission of the building principal. On fields, bleachers, goals and other equipment must be in the same positions in which they were found. **Applicants are required to remove—at their expense—equipment or rubbish left after use.** Groups shall not erect or install apparatus on fields with out prior written approval. A regular schedule of duties prohibits, custodians from setting up or removing equipment not indicated on the application.

Gym shoes must be worn in school gymnasiums.

Facilities, fields and grounds use shall be limited to those specified on the application. If any additional or unusual services are requested, such services shall be discussed with the Community Schools staff and/or building principal at the time the application is filed, and so indicated on the application. Custodians do not have the authority to permit use of facilities or equipment not indicated on the application.

In certain areas, fields/grounds requestors are, upon specific written approval of the Community Schools office allowed to place a special lock on the school gate. A copy of the community lock key must be given to the building custodian and Community Schools. It is the responsibility of the group to learn how to secure the gate(s) with the approved lock with the building custodian. Failure to lock the gate(s) may jeopardize group use.

Applications using CKSD fields and grounds **MUST** have sanitary facilities available for players and spectators. Portable toilets may be rented at the applicants expense. The applicant group—for a pre-determined fee— can use a school's restrooms, by contacting Community Schools at 662-1635. Applicants who use fields for a three-month season must arrange and have portable toilets delivered prior to the first day of use.

Agreement:

The undersigned hereby makes application to Central Kitsap School District No. 401 for use of school facilities described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all rules and regulations of the Board of Education and the Principal of the school in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold Central Kitsap School District harmless from all liability resulting from the use of said facilities and further agrees to use only those facilities indicated under item II above. Applicant further agrees to reimburse the Central Kitsap School District for any damage arising from the applicant's use of said facilities. Liability insurance will be secured, if in the judgment of district personnel, it is required.

PAYMENT OF FEES: Determination of users who will pay a fee and the amount charged per hour or use will be decided based on the latest established rates. Users will receive their copy of the Application Form after the final approval. Fees are payable in advance to the Central Kitsap School District, unless prior arrangements are made.

Distribution: After Approval
Community Schools Office
Principal
Custodian
Applicant

***Applicant signature required
in order to
process this request***

Signature of Applicant	Date
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Signature of Building Principal	Date
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Organizations Not Required to Pay a Use Fee:
PTA's and school booster clubs, Community School/
District-sponsored events and classes.

Approved

Denied

Mail or bring completed form to Community Schools