

# SCHOOL DISTRICT OF WASHINGTON FACILITY USE APPLICATION

(Please allow a two-week time period for approval notification.)

The following application must be completed prior to using any District facility. Detailed procedures are identified in Board Policy KG. This information is available through the School District of Washington's website: [www.washington.k12.mo.us](http://www.washington.k12.mo.us) – Click on District Information, then District Policy Manual.

TIER I – Public and Parochial Schools       TIER II – Discounted Organizations       TIER III – General Users

District facility being requested: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Organization Name: \_\_\_\_\_  Profit       Non-Profit

Name of Organization's Representative: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Area of that facility being requested: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Personnel Needed:  Custodian     Food Service     Other \_\_\_\_\_

Date(s) of intended use: \_\_\_\_\_ Number of participants: \_\_\_\_\_

✓	SCHEDULE	✓	DAYS NEEDED	SET UP TIME	START TIME	END TIME
			Sunday			
	Daily		Monday			
	Weekly		Tuesday			
	Bi-Weekly		Wednesday			
	Monthly		Thursday			
	One Time Only		Friday			
			Saturday			

I have read the following statement and by signing below confirm that I understand this disclaimer.

*To the fullest extent permitted by law, the user agrees to defend, pay in behalf of, and hold harmless the School District of Washington, 220 Locust Street, Washington, MO 63090, its elected and appointed officials, employees, volunteers and others working in behalf of the School District of Washington against any and all claims, demands, suits, losses, attorney fees, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the School District of Washington, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the facility use described above.*

Signature of Organization's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Building Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of District Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECKS MAY BE MADE PAYABLE TO: SCHOOL DISTRICT OF WASHINGTON**

(Note: Fees collected are used to cover the cost of maintenance, utilities, and staff expenses for the event.)

## Emergency AED Locations

The School District of Washington has an Automated External Defibrillator (AED) in each school. The AED is located in a white cabinet with a sign above or below stating AED. Please orient yourself to this upon arrival into the building. The location of the AED is as follows:

<u>School</u>	<u>Location</u>
Augusta	Left wall inside gym door
Campbellton	Left wall outside gym, across from office
Clearview	Right wall outside gym doors, across from office
Early Learning Center	Enter main entrance, turn right down hall. On right by nurse's office
Labadie	Left wall inside foyer of school by gym doors
Marthasville	Right wall outside gym doors, by office
South Point	Left wall outside gym doors
Washington West #1	Wall next to office between windows
Washington West #2	Right main hallway off of hub
Washington Middle School	Wall between restrooms and cafeteria
Washington High School #1	Outside of Assistant Principal's, Activities Directors' office across from CJB
Washington High School #2	West Wing office doors on right wall
Washington High School #3	Nix Cafeteria near tray return
Washington High School- Athletic Department	Portable device stored in trainer's room in big gym
Four Rivers Career Center	Right wall after entering front doors

The protocol and procedures for use of the AED are located in the AED cabinet. When the AED cabinet is opened an alarm will sound; the key to shut off the alarm is located on the AED bag. **Be sure to have someone call 911 immediately.**

The authorized groups using District facilities knowingly assume any responsibility in the use of the AED. It's the authorized group's responsibility to have trained individuals use the AED. Untrained users of the device will not be covered under the immunity provision of Section 192.092 RSMo but may qualify for immunity by Section 537.037 RSMo ("Good Samaritan Act").

The undersigned confirms that all members of the authorized group to use District facilities (after school hours) have been informed regarding the protocol, location, and liability of the Automated External Defibrillator (AED).

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*Signature of Organization's Representative*

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*Date*

# SCHOOL DISTRICT OF WASHINGTON FACILITY USAGE FEE SCHEDULE

Qualification for use of District facilities requires that an employee or representative of the sponsor group be present during the entire use of the facility. **USE OF ANY DISTRICT PROPERTY BY A GROUP/ORGANIZATION SHALL REQUIRE A CURRENT CERTIFICATE OF INSURANCE ON FILE WITH THE SCHOOL DISTRICT OF WASHINGTON LISTED AS CO-INSURED.**

## Description of Tiers

Tier I – school sponsored activities; booster clubs and PTOs; dependent upon availability; (government agencies are included in this tier)  
~No fees

Tier II – non-profit groups/organizations; groups/organizations with over 50% of membership within School District of Washington boundaries; 4-H; boy/girl scouts; Junior Jays; etc.  
~Cost recovery, no rental fee

Tier III – groups/organizations with less than 50% of membership within School District of Washington boundaries; for-profit groups/organizations  
~Cost recovery fee, rental fee

## Facilities' Rental Fees

To be determined following completion of application

## Special Charges – Cost Recovery

Custodial Personnel per Hour – \$25.00  
Food Service Personnel per Hour – \$25.00  
Auxiliary Police – established by the City of Washington

\*\*\*Use of District facilities will be limited to specific daily time frames. Times listed below fall within **regularly scheduled maintenance time** for weekdays. Weekends are scheduled by arrangement.

- Washington High School – After 8:00 pm until 10:30 pm
- Washington Middle School – After 6:30 pm until 9:30 pm
- District Elementary Schools – After 3:00 pm until 9:00 pm