



College Place School District No. 250
 1755 South College Avenue
 College Place, WA 99324
 (509) 525-4827

APPLICATION FOR USE OF SCHOOL FACILITIES

Date of Application: _____
 Sponsoring Organization: _____
 Name of Group _____ Phone No. of Organization: _____
 Address _____ Phone No. of Signer: _____
 E-Mail _____ Print Name of Signer: _____

SCHOOL FACILITIES REQUESTED:

Davis:

- Gym
- Multipurpose Room
- Kitchen
- Other _____

Meadow Brook:

- Gym
- Multipurpose Room
- Kitchen
- Other _____

Sager:

- Gym
- Multipurpose Room
- Other _____

Dates for Consideration: _____

Time of Use (includes preparation and closing activities) Begin at: _____ End at: _____

Attendance Expected: _____ Spaces Needed: _____
 Equipment Needed: _____

Do you need CUSTODIAL SUPPORT to open and close the building? Yes No
 If NO, Why? _____ Who will open/close the building for you? _____

Description of Activity: _____

I hereby accept responsibility for the use and proper care of the above requested facilities including any damage or liability ensuing from this use and I have read and understand the rates and guidelines on the reverse.

Signature of Renter _____ Date _____

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ Signature of Superintendent or Designee
_____ Date

Fee Amt. _____ Date Paid: _____ Waived: _____ Received by: _____

Notify: Principal _____ Teachers _____ Custodians _____ Cooks _____ Secretaries _____ Other _____

**COLLEGE PLACE PUBLIC SCHOOLS
Building Rental Rates & Guidelines for Use**

Davis & Meadow Brook Fees:

Gym:
\$20/flat fee first 2 hours, \$10/hr after

Davis Multipurpose & Meadow Brook Cafeteria:
\$20/flat fee first 2 hours, \$10/hr after

Kitchen:
\$10/hr plus must rent multipurpose room or cafeteria. (requires school cook to be present)

Library:
\$15/flat fee first 2 hours, \$7.50/hr after

MB Computer Lab:
\$100 per day w/principal permission ONLY

Custodian:
\$25/hr (2 hour minimum)

Cook:
\$25/hr (2 hour minimum)

Sager Fees:

Gym:
\$30/flat fee first 2 hours, \$15/hr after

Multipurpose Room:
\$20/flat fee first 2 hours, \$10/hr after

Custodian:
\$25/hr (2 hour minimum)

Cook:
\$25/hr (2 hour minimum)

(Use time of above facilities includes set-up, activity, and clean up time.)

IMPORTANT INFORMATION, PLEASE READ AND UNDERSTAND

- Applications for Use of School Facilities are not accepted more than 30 days in advance of the first of the month of your intended use and no less than 7 business days in advance of the date you wish to rent the facility.
- Payment must be received prior to the facility being reserved/scheduled for you. Scheduled use of the facility is approved upon receipt of a completed Application of Use of School Facilities form and the appropriate fee being remitted to the District Office. Completed applications, which include the appropriate fees being remitted, are approved on a first come first serve basis.
- If school personnel are required as a result of facility use, a charge will be made to reimburse the District for salary costs with a minimum of two hours' time.
- School-related groups, college or youth groups, and community organizations may, at the discretion of the superintendent, be allowed to use school facilities at a reduced or waived fee schedule.
- Holiday, Saturday or Sunday use of school facilities is not encouraged.
- School facilities will not be rented for public dances.
- Illegal, immoral, or highly controversial uses will not be allowed.
- Alcoholic beverages are not allowed in or around any school facilities.
- Liability for damage or injuries will be the responsibility of the group or individual using the facilities.