

Sedro-Woolley School District #101

Agreement for Use of School Facilities

Procedure 4260 F
Community Relations

Must be turned into school no later than 48 hours prior to event

Name of Organization: _____ Today's Date: _____

Group Name: _____

Age/Grade: _____

Adult Responsible: _____

Billing Address: _____

City: _____ Zip Code: _____

Email Address: _____ Telephone Number: _____

School/Location: _____ Building Space Requested: _____

Dates of Proposed Use: _____

Time of Proposed Use: From: _____ To: _____ Set-Up Time: _____ Break-Down Time: _____

Actual Start Time of Event: _____ Actual Ending Time of Event: _____ Which Doors Unlocked? _____

Time to Unlock Doors for Guest Arrival: _____ Time to Re-Lock Doors : _____

Total Number Attending: _____ Number of Adults: _____ Number of Children: _____

Furniture or Equipment Required: _____

Purpose for which facilities are used for: _____

* If using kitchen, please provide details (i.e., potluck, preparing food on-site, using ovens, equipment, etc)

Custodial Staff Yes No

Restroom Use Yes No

Kitchen Staff Yes No

HVAC Yes No

Kitchen Equipment Yes No

Lights Yes No

Auditorium* Yes No

Internet Access Yes No

***Please complete pg 2 for audio/visual needs**

_____ (Initial) The applicant agrees to fully comply in accordance with the adoption of policies for the management concussion and head injury in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the school district &/or designee.

_____ (Initial) I have reviewed Sedro-Woolley School District's Facility Use Procedure (4260P)

_____ (Initial) I have reviewed the Sedro-Woolley School District's Facility Usage Rules

Non-School groups sponsoring high injury/risk activities shall be required, by the District to present proof of \$1,000,000 in liability insurance obtain accident coverage for their members, and agree to hold the Sedro-Woolley School District harmless for all injuries or damages sustained.

Note: If the event covered by this agreement is a profit- making event for other than charity or youth benefit purposes, the basic fee will be 10% of the gross receipts or the above base fee, which ever is larger, in addition to charges for the applicable operational and staffing cost incurred.

I have read this form and agree: (1) to present to the district proof of liability insurance; (2) to agree that the user holds the school district harmless for all injuries or damages sustained.

Signature of User: _____ Date: _____

Building Administrator: _____ Date: _____

Sedro-Woolley School District #101
Agreement for Use of School Facilities

Procedure 4260 F
Community Relations

Must be turned into school no later than 48 hours prior to event

In the space below, please diagram how you would like the room set-up for your event.

PLEASE NOTE: This page may not apply to every group.

School _____
Room _____
Group _____
Event Name _____

****If requesting use of the SWHS Auditorium, a walk-through of the facility with the Auditorium Manager MUST be completed before the event will receive final approval.****

Audio/Visual Needs

Microphone Yes No SWHS Auditorium Capacity: 400
Projector Yes No SWHS Auditorium Stage Dimensions: 35' wide by 25' deep
Screen Yes No
Computer Yes No
Backdrop* Yes No

*Backdrop request at SWHS Auditorium ONLY- **BLACK** or **WHITE** (circle one)

Sedro-Woolley School District #101
Agreement for Use of School Facilities

Procedure 4260 F
Community Relations

Must be turned into school no later than 48 hours prior to event

SEDRO-WOOLLEY SCHOOL DISTRICT NO. 101

Compliance Statement for HB 1824, **Youth Sports-Head Injury Policies** and SB 5083,
Sudden Cardiac Arrest Awareness.

(attach to any building/facility use request form)

_____ *(Name of the Requesting Group)* requests the use of the
Sedro-Woolley School District facilities for the following dates:

_____ *(Name of the Requesting Group)*, a private non-profit youth
sports group, verifies all coaches, athletes and their parent/guardian have complied
with mandated policies for, the **Management of Concussions and Head Injuries** as
prescribed by HB 1824, section 2 and **Sudden Cardiac Arrest Awareness** as prescribed
by SB 5083, section 3.

Attached is a proof of insurance under an accident and liability policy issued by an
insurance company authorized to do business in Washington State covering any injury
or damage with at least \$1,000,000 in General Liability and \$1,000,000 in General
Aggregate insurance coverage.

Signed: _____

**(MUST be signed by the adult who is responsible and will be attending all scheduled
events.)**

Representative of Private Non-Private Youth Sports Group

_____ *(Date)*

*Note: Access to school facilities may not be granted until all requirements of this
application are complete and approved by the school district &/or designee.

SEDRO-WOOLLEY SCHOOL DISTRICT
COVID-19 ADDENDUM TO FACILITIES USE AGREEMENT

To reduce the risk of COVID-19 transmission, state, county, and local officials have implemented various restrictions and requirements affecting public gatherings and activities. ***When using Sedro-Woolley School District (SWSD) facilities, your group is required to comply with all applicable federal, state, county and local health and safety laws, ordinances, rules, regulations and restrictions currently in effect (including, without limitation, the rules contained in this Addendum). Failure to comply may result in your group's immediate removal from the facilities and/or denial of future use.*** For the most up-to-date information regarding Washington's "Safe Start" reopening plan, including Skagit County's phased reopening status, please visit <https://coronavirus.wa.gov/what-you-need-know/safe-start>.

Additional information regarding COVID-19 and applicable state and county requirements and restrictions is available below:

Washington State Coronavirus Response:	https://coronavirus.wa.gov/
Washington State Department of Health:	https://www.doh.wa.gov/Emergencies/COVID19
Skagit County COVID-19 Information:	https://www.skagitcounty.net/Departments/HealthDiseases/coronavirus.htm
City of Sedro-Woolley COVID-19 Resources:	https://www.ci.sedro-woolley.wa.us/resources/covid-19.php#
WIAA COVID-19 Guidance:	https://wiaa.com/subcontent.aspx?SecID=1240

FACILITIES RULES AND REGULATIONS

- 1. Wear face coverings when required.** User groups must abide by the state-mandated guidelines from the Washington State Department of Health. These can be found at: <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/820-105-K12Schools2021-2022.pdf>
- 2. Practice social distancing and observe occupancy restrictions.** When using SWSD facilities, all individuals must maintain a minimum distance of six (6) feet between themselves and others outside their household at all times. When utilizing high-traffic areas (such as doors, hallways, restrooms, elevators and staircases), avoid crowding and limit occupancy as needed to maintain appropriate social distancing. Current information regarding occupancy limits and gathering restrictions is available at <https://coronavirus.wa.gov/what-you-need-know/safe-start/whats-open>.
- 3. Create a written procedure/plan and educate all participants, spectators, and volunteers.** If required by the applicable guidance, create a written safety procedure or plan and keep it updated as guidance is revised. Provide a copy of your plan to SWSD as requested. Notify and educate all of your organization's participants, spectators, and volunteers of the applicable COVID-19 safety requirements and ensure they comply with all requirements.
- 4. Clean and sanitize shared surfaces and equipment.** Prior to leaving the premises, user groups may be asked to thoroughly wipe down shared surfaces (such as tables and countertops) and equipment (sporting equipment, AV controls, etc.) in accordance with posted instructions. Furthermore, user groups may be charged a custodial/cleaning fee to ensure that facilities are properly cleaned after each use.
- 5. Maintain attendance logs.** Each user group must maintain a record of each group member using the facilities.
- 6. Conduct symptom screenings.** User groups are highly encouraged to self-screen for COVID-19 symptoms. Individuals experiencing any of the following symptoms may not use the facilities:
 - Fever (temperature of 100.4°F or greater) or chills
 - Coughing
 - New shortness of breath or difficulty breathing
 - Sore throat, congestion or runny nose
 - GI symptoms (diarrhea, nausea, vomiting)
 - Headache, muscle or body aches
 - Fatigue and general malaise
 - Recent exposure to someone displaying these symptoms or has tested positive for COVID-19
- 7. Report COVID-19 occurrences/exposure.** User groups must immediately report to SWSD any suspected or confirmed incidence of or exposure to COVID-19 related to the group's use of the facilities.

Your signature below indicates that you have read this Addendum and agree to abide by its terms. If you have any questions, please contact the Facilities Use Coordinator.

User Group Representative Signature

Print Name

Date

COVID DISCLOSURE AND RELEASE

FACILITIES USE AGREEMENT ADDENDUM DURING COVID-19 PANDEMIC

User Group Name: _____ Date: _____

User Representative: _____ Phone#: _____

School/Facility Requested: _____

COVID-19 NOTICE FROM SEDRO-WOOLLEY SCHOOL DISTRICT (“DISTRICT”)

The novel coronavirus (“COVID-19”) has been classified by the World Health Organization as a global pandemic and has spread across the state of Washington. COVID-19 is a new disease and the state of scientific and medical knowledge regarding COVID-19 is limited and evolving. COVID-19 is reported to be highly contagious and spread easily from person to person. **COVID-19 may result in serious illness, debilitating injury, or death.** Older adults and people of any age, including children, who have serious underlying medical conditions might be at higher risk for severe illness or death from COVID-19.

The District has put in place measures in an effort to reduce the spread of COVID-19. However, notwithstanding any such efforts, it is not possible to guarantee that COVID-19 is not present nor to prevent users of its facilities from exposure to, contracting, or spreading COVID-19. By entering District premises, the user of this facility (“User”) and the User’s employees, agents, contractors, subcontractors, invitees, licensees, and guests (“Visitors”) are exposed to the risk of contracting or spreading COVID-19. Certain activities associated with greater rates of disease transmission which expose Visitors to a high risk of exposure to, contracting, or spreading COVID-19. Activities that may pose a high risk for COVID-19 include (but are not limited to): singing, choir, exercise, athletics, any activity where people are closer than 6 feet apart, and any large gathering of people indoors.

USER’S WAIVER OF LIABILITY AND AGREEMENT TO DEFEND, INDEMNIFY, AND HOLD HARMLESS

Waiver of Liability: In consideration for the use of District premises, User voluntarily agree to waive and discharge any and all claims against the District related to or arising out of COVID-19, and voluntarily release the District from liability for any exposure to or illness or injury from COVID-19, including claims for negligent actions of the District or its employees, agents, representatives, and volunteers related to or arising out of COVID-19, to the fullest extent allowed by law.

Indemnification/Hold Harmless: In consideration for the use District premises, User voluntarily agrees to indemnify, defend, and hold the District and its employees, agents, representatives, and volunteers harmless from and against from and against any and all claims, damages, demands, actions, lawsuits, liens, liabilities, penalties, fines, or other such proceedings including, without limitation, for personal injuries, loss of life, or property damage related to or associated with COVID-19 (collectively “Claims”), and shall pay all costs and reasonable attorney’s fees incurred in the defense thereof, for any Claim (a) arising in whole or in part out of any use, occupancy, or occurrence in, on, at or from District property or facilities, (b) arising in whole or in part out of any act, omission or negligence of User, its officers, employees, agents, contractors, subcontractors, invitees, licensees, (c) advanced or prosecuted by any Visitor, officer, employee, agent, contractor, invitee, or licensee of the User; or (d) arising in whole or in part out of any breach or default by User under this agreement; provided that User shall not be liable to the District if and to the extent such Claims arise out of the gross negligence or willful misconduct of the District. Solely for the purpose of effectuating the indemnification obligations under this Lease, and not for the benefit of any third parties (including but not limited to employees of User), User specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW.

By signing below, the parties acknowledge that they have read and the foregoing subsection and that it was specifically and mutually negotiated.

User Group’s authorized representative

Date

District’s authorized representative

Date

SEDRO-WOOLLEY HIGH SCHOOL CAFETERIA/KITCHEN, CLASSROOM AND LIBRARY USE

When using our facilities, please remember the following rules to keep our schools in a safe, clean environment for our students and staff. Cafeteria, classroom, kitchen, and library use hours are between 6:00am and 9:00pm on approved calendar days/dates.

CAFETERIA/KITCHEN USE

- **Cafeteria tables** should not be moved, unless prior approval is given. Each renting group should submit their requested table layout with the completed facility use form (See page 2 of the Facility Use Request Form).
- **Kitchen use** must be approved by the Food Services Director. A Food Service employee is required for all kitchen rentals.

CLASSROOM USE

- **All children MUST BE SUPERVISED by an adult at all times.**
- If desks/chairs must be moved, they should be put back to their original locations at the end of the rental.
- Please do not touch the teacher's desk/supplies/books, computers, or any other school items.
- All **garbage** should be collected and put in the trash before leaving.
- Make sure **all lights are turned off** in the classroom prior to leaving.

LIBRARY USE

- **All children MUST BE SUPERVISED by an adult at all times.**
- Absolutely **NO FOOD OR GUM** in the library at any time.
- If desks/chairs must be moved, they should be **put back to their original locations** at the end of the rental.
- Please **do not touch** the copier, staff areas/desks, supplies, computers, books, or any other school items unless it has been pre-arranged with library staff.
- All **garbage** should be collected and put in the trash before leaving.
- Make sure **all lights are turned off** in the library prior to leaving.

ACCESSING/SECURING FACILITIES

- Facility doors will either be scheduled to unlock for each group's event or a FOB will be issued.
- It is the user group's responsibility to make sure all facilities are secured before leaving.
- User groups are responsible for notifying the facilities department of all event changes and cancellations at least 24 hours prior to the scheduled event.
- All FOBs and facility keys need to be returned to the facilities department the **NEXT** working day.

A custodial fee (the cost of custodial wages) and a damage fee will be charged to groups who do not follow the above rules. Failure to comply with the above requirements may result in the above charges that would be paid before the same group could rent the facilities again, or may result in loss of use. Your signature on this form indicates that you have read these guidelines and take responsibility for the clean-up and/or damages of the facilities. If you have any questions please contact the facilities use coordinator.

Signature

Date

Print Name

Sedro-Woolley School District #101 Important Facility Use Dates: 2021-2022

Please note: Sedro-Woolley School District facilities are closed and not for student group, school group, or community rental/use on the following days:

09/06/2021- Labor Day
11/11/2021- Veteran's Day
11/25/2021- Thanksgiving
11/26/2021-Thanksgiving Break
12/24/2021- Christmas Eve
12/25/2021- Christmas Day
12/31/2021- New Year's Eve
01/01/2022- New Year's Day
01/17/2022- Martin Luther King, Jr. Day
02/21/2022- President's Day
05/30/2022- Memorial Day
07/04/2022- Independence Day

During winter break (Dec. 20-Dec. 31) and spring break (April 4-8) custodians are on a holiday break schedule. Custodial services will not be available after 4pm unless prior arrangements have been made with the Facility Rental Coordinator. Custodial is required for groups with 50 or more participants.

TBD- Cascade Middle School Gymnasiums (New and Old Gyms)

- Closed for re-coating of BOTH gymnasium floors.
- Reopens TBD for light usage only (No bleachers, wrestling mats, heavy objects or equipment/stanchions, etc...)
- Full usage starts TBD.

TBD- Sedro-Woolley High School Gymnasium

- Closed for floor refinishing/maintenance
- Reopens TBD for light usage only (No bleachers, wrestling mats, heavy objects or equipment/stanchions, etc...)
- Full usage starts TBD

Any deviation to these dates will have prior district permission.

In addition, use of the district facilities during the summer break period is limited (due to deep summer cleaning of facilities) and access is granted on a case by case basis.