

**Battle Ground School District
Facility Use Application**
P. O. Box 200, Battle Ground, WA 98604 (360 885-5390)

Date Received: **DATE RECEIVED**

OCT 07 2016

Please allow a minimum of ten (10) working days for processing. All information is mandatory. Incomplete information will delay processing.

Applicant Name: _____ Organization/Team Name: Washington State University

Address: _____ Phone: _____

E-Mail Address: _____ Cell Phone: _____ Work Phone: _____

Names of Additional Coaches: _____

Activity: _____ Age of Participants: _____ Number of Participants: _____

School Site: _____ Room/Area/Field: _____

PIIS Auditorium**:
**Requires special approval

Light System**:
**Technician required

PHS/BGHS Gym Use: Bleachers Out _____

Sound System**
**Technician required

Scoreboard**
**Technician required

Date(s) Requested: _____ Time: _____ AM/PM to _____ AM/PM
(Please circle) Sun Mon Tues Wed Thurs Fri Sat

Special Accommodations: Number of Chairs: _____ Number of Tables: _____

Additional accommodations: _____

Contract term:

Information to Applicant:

District and Community Education activities are given priority. Every effort will be made to notify you if a cancellation is necessary. If a district facility is closed due to weather conditions, equipment failure, holidays, vacation, teacher work days, or any other reason, events for that facility are cancelled without notification and must be rescheduled in the usual manner.

At Battle Ground School District facilities, all parties are prohibited from discrimination against any person on the basis of sex; in the operation, conduct, or administration of community athletic programs for youth or adults.

Private non-profit youth sports groups are required to be in compliance with youth sports head injury requirements and will need to complete and sign the Battle Ground School District's Statement of Compliance with Youth Sports Head Injury requirements and insurance requirements.

Proof of insurance and/or personal identification may be required as part of the application process.

The organization agrees to exercise the utmost care in the use of the school facilities and, the user agrees to protect, indemnify, and hold harmless Battle Ground Public Schools, its elected and appointed officials, employees, volunteers and others working in behalf of the school district 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, 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.

The organization understands that access to school facilities or fields will not be granted until all requirements of this application are complete and approved by the school district and/or designee. I have read the rules and regulations relating to use of school facilities and agree to abide by them. Failure to do so will result in the cancellation of the application and use of the facilities immediately. negligent acts and/or omissions of the organization, its officers, agents and employees acting in the scope of their official duties during the

In the event a cancellation is necessary, please notify the Facility Use Office at (360) 885-5390 a minimum of two business days in advance. Failure to do so will result in charges for the rental.

Signature of Applicant _____ Printed Name: _____ Date: _____

The Battle Ground Public Schools provides equal opportunity in programs and employment and does not discriminate based on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status. The district provides equal access to the Boy Scouts and other designated youth groups. Contact the following regarding questions and complaints of alleged discrimination: Teresa Taylor, Director of Student Services, taylor.teresuk@battlegroundps.org, Title IX Compliance Officer, 360 885.5415; Linda Allen, Assistant Superintendent of Human Resources, allen.linda@battlegroundps.org, Civil Rights Compliance Coordinator/Section 504/ADA Coordinator, 360.885.5481, or a letter may be submitted to the designated coordinator at the Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604.



Battle Ground Public Schools

PO Box 200 • Battle Ground, WA 98604-0200 • Office Location: 11104 NE 149th St.,
Brush Prairie, Washington 98606
Facility Use Office: (360) 885-5390 • Fax (360) 885-5419



Facility Use Handbook

For questions not answered in this booklet, please contact the Facility Use
Office at (360) 885-5390

Information in this booklet is subject to change without notice

Use of District Facilities
Battle Ground School District No. 119

GENERAL INFORMATION

ALL BUILDINGS AND GROUNDS OF THE DISTRICT ARE TOBACCO-FREE, ALCOHOL-FREE, DRUG-FREE, AND VIOLENCE-FREE ZONES.

Although the buildings and grounds of the Battle Ground School District are primarily for public school purposes, the District shall make district facilities available to the community for appropriate activities which do not infringe upon nor interfere with the primary purpose for which the buildings and grounds are intended. In the event of an emergency caused by war or natural disaster, buildings and other facilities will be made available for use in providing mass shelter and care of disaster victims.

It is not the intent of the Battle Ground School District to compete with private enterprises in the renting of facilities. The administration reserves the right to reject any application for use of a school facility when it believes a commercial facility should be patronized.

Profit-making groups whose activities are intended to advance business or corporate income, shall be allowed use only when a private facility is not available.

Authorization for use of school facilities shall not be considered as endorsement or approval of the activity, group, or organization or the purposes they represent.

Breaks, holidays, non-school days, District and Community Education activities are given priority and may "bump" scheduled non-district activities. Every effort will be made to notify you using the information above if a cancellation is necessary.

At Battle Ground School District facilities, all parties are prohibited from discrimination against any person on the basis of sex; in the operation, conduct, or administration of community athletic programs for youth or adults.

Private non-profit youth sports groups are required to be in compliance with youth sports head injury requirements and will need to complete and sign the Battle Ground School District's Statement of Compliance with Youth Sports Head Injury Requirements and insurance requirements.

I understand that proof of insurance and/or personal identification may be required as part of the application process.

I understand that access to school facilities or fields may not be granted until all requirements of this application are complete and approved by the school district and/or designee. I have read the rules and regulations relating to use of school facilities and agree to abide by them. Failure to do so will result in the cancellation of the application and use of the facilities immediately.

GROUP ACTIVITIES

Student Groups, School District employee groups (i.e., BGEA, PSE), school-sponsored PDC, PTA/PTO and other parent groups shall be permitted to use facilities without charge unless special provisions are necessary (e.g., weekend/holiday, personnel, special lighting, heating, maintenance personnel, special seating, use of equipment, etc.).

Attendance at an activity held at District facilities by a nonpaying group shall be open to anyone whose interest is consistent with the purpose for which the group is assembled.

Groups whose activities restrict participation in any way, religious organizations, issue-oriented groups, political organizations, preschool and day care programs, fraternal organizations, and instructional institutions shall pay according to the rate schedule. Family reunions, other reunions, wedding receptions, Bar Mitzvahs, anniversaries, birthday parties, rummage sales, etc., are not considered appropriate for rental.

The District administration shall charge users per a fee schedule. In the event of multiple facility use, extended term use, or other special situations, the administration reserves the right to negotiate a separate agreement applicable to the circumstances.

Facility Use Agreements

Agreements will not be granted for any use which in the judgment of the District:

1. May be in any way prejudicial to the best interests of the schools or the educational system.
2. Lacks satisfactory sponsorship or adequate adult supervision.
3. Might result in undue damage or wear.
4. Is not consistent with the use for which the space was designed.

In order to make the District facilities available to as many groups as possible, groups may be limited to one time period per week. Exceptions shall be certain activities such as YMCA/YWCA, Scouts, etc., which involve children who reside in the District.

Applications allocating space for community-use programs will be processed generally on a first-come basis after school programs have been established. Preference will be given to youth groups of the District and other groups whose membership contain the largest percentage of District residents. Persons or groups with out proper Facility Use Agreements will not be admitted to any school facility. The District reserves the right to adjust or restrict the hours of use by any group or person, in order to accommodate the greatest number of requests.

The building administrator or designated supervisor shall have the authority to stop any activity at any time if, in his or her judgment, there are violations of any rule or regulation, or if the activity is deemed to be hazardous to personnel, buildings, equipment, etc.

The signed Facility Use Application shall constitute acceptance by the applicant of the responsibilities stated and agreement to comply with all rules and regulations regarding the use of District facilities.

There will be no subleasing of District facilities.

USE RESTRICTIONS

Vending of refreshments and food, the transacting of business, merchandising, advertising or the signing of contracts, other than those which occur in the normal business of the district or affecting the students and employees of the District, are not allowed on District property except by special contract arrangement. Advertising material of any kind shall not be distributed or posted in the school buildings or on school premises, without prior approval of the District.

Games of chance, lotteries, raffles, etc., are not allowed on District property except for fund-raising events of the District parent-teacher organizations or student organizations, as permitted under state law.

It is the intent of the Battle Ground School District to comply with the requirements of state and federal regulations that prohibit discrimination based on gender, race, national origin, age and/or handicapping conditions.

All sponsoring organizations and/or users of the District's facilities shall comply fully with all District policies and procedures relating with community use of facilities. Evidence of compliance shall be furnished to the District if required.

All Facility Use Agreements automatically expire at the close of the school year. Summer usage will be handled on a limited, individual basis.

In the event of duplicate schedules or other error which cannot be accommodated by the District representative in charge, the group or person holding the earliest dated Agreement shall have precedence. However, if for any reason a school function is scheduled or rescheduled to conflict with an outside use, the school shall have precedence.

If a District facility is closed due to weather conditions, equipment failure, holidays, vacation, teacher work days, or any other reason, events for the facility and day are cancelled without notification and must be rescheduled in the usual manner.

Keys to buildings or facilities will not be issued to groups or individuals.

FACILITY USE

Playground and athletic field use will be in accordance with the following conditions:

- *The use shall not interfere in any way with school activities.*
- *No use will be allowed that subjects the grounds to undue wear or damage.*
- *No use will be permitted which creates a hazard or unreasonable restriction of use by others.*
- *Horses, go-carts, motorbikes, and golf are not allowed.*
- *Motor vehicles, including motorcycles, are not to be driven or parked on playground or athletic fields.*
- *Tennis courts will be available for public use on a first-come basis except when scheduled for school use or organized community programs.*
- *The District may furnish nets, backstops, and goals only. The user shall furnish all balls, bats, bases, racquets and other items necessary for the intended use.*
- *Items such as audio-visual equipment, athletic equipment, chairs, tables, etc., will not be loaned nor rented for use off the school premises.*

All organized use of School District grounds must be covered by a Facility Use Agreement.

Food and/or refreshments are allowed in accordance with the following conditions:

- *Dinners and banquets may be catered by firms acceptable to the District.*
- *The District will not provide dishes, flatware, serving or other utensils.*
- *Kitchen facilities and equipment shall not be used unless operated by a District representative.*
- *Light refreshments and potluck dinners may be served in accordance with the above provisions.*
- *All food and/or refreshments shall be restricted to areas designated for that intended use (i.e., student centers and cafeterias).*
- *Arrangements must be made through the District Facility Use Office and shall be covered by a Facility Use Agreement.*

Auditorium use shall be in accordance with the following conditions:

- *The user shall meet with the auditorium manager to review the facility and discuss the user's needs.*
- *The auditorium manager will identify the services, equipment, time, and areas that will be necessary to accomplish the user's goal.*
- *Use shall be limited to those times, areas, services and items specifically identified in the Agreement. Any variance in needs from those identified, which can be accommodated by the District representative in charge, may be provided only after an addendum to the Facility Use Agreement has been signed by an authorized agent of both parties.*
- *User shall not operate, use or move furniture, curtains, pianos, PA systems, lights, sets, or any other furnishings or equipment except by special arrangement and then only under the direct supervision of the auditorium manager.*
- *It is mandatory that a District approved stage manager or student stage manager/sound and light technician be present when the auditorium is used. He/She will arrive a minimum of ½ hour prior to the organization's arrival, and be prepared to stay ½ hour after the organization's planned exit time at the user's expense. He/She will be in charge of all District equipment being used by the renters and other District equipment which may be moved into the auditorium at the renter's request. See the fee schedule set forth herein for hourly fee.*

Miscellaneous

- Locker rooms, showers, and score boards will not be available for public use except by special contract arrangement through the Facility Use Office.
- Telephones are for emergency use only. A District representative must be contacted for access when required.
- Motor vehicles, including motorcycles, must be parked in designated parking areas.
- Individual schools may compile and post, in a conspicuous location, other supplemental special rules which are applicable to specific situations and locations.
- Groups or individuals using school facilities agree that any public promotion and/or publication of the event will include a disclaimer, reasonably calculated to be noticed, which states that the event is not associated with the Battle Ground School District and/or Battle Ground Community Education. The name and phone number of a contact person must also be included in the disclaimer. Established, non-sectarian youth groups whose purpose is to promote the general welfare of all boys and girls are exempt, i.e., Scouts, Compfire, 4-H, sports, recreational, and educational groups.

Sample Disclaimer: "The XYZ Group is not associated with the Battle Ground School District or Battle Ground Community Education. For more information about our activities you may contact John Q. Public at 555-9999."

Failure to observe the rules and regulations of the District may result in loss of usage privileges.

**ALL BUILDINGS AND GROUNDS OF THE
BATTLE GROUND SCHOOL DISTRICT ARE
TOBACCO-FREE, ALCOHOL-FREE, DRUG-
FREE, AND VIOLENCE-FREE ZONES.**

Applications for use received before August 31 for the school year beginning September 1 will be addressed after September 15 in the order received. Facility Use Applications may be obtained through the Facility Use Office or at any of the Battle Ground Public Schools.

Every application for facility use shall state the general nature and purpose of the meeting or event. Upon request, information on the proposed program must be furnished to the District. Usage dates, times, facilities, equipment, and services requested, organization requesting use, supervisor of the activity, and the name, address, and phone number of person requesting use will be required. Arrangements may be made on one Facility Use Application for several meetings/activities at the same time and day each week.

Ordinarily, applications for use must be made at least ten (10) working days in advance of the planned use. The signed application must be received by the District Facility Use Office at least seven (7) working days prior to scheduled use.

Applications for facility use that involve unusual circumstances (i.e., use of auditoriums, athletic fields, or special equipment and services) must be made thirty (30) calendar days in advance of the planned use of date. The signed agreement for such events must be received by the Facility Use Office no less than fourteen (14) calendar days prior to scheduled use.

All Facility Use Applications must be signed by an authorized representative of the group applying for use. This representative must be an ADULT, at least 21 years of age.

The heating and lighting provided for a rented facility shall be that required for the facility's normal usage. Use of special lighting, heating, piano, furniture and/or equipment, must be identified in the agreement.

USER RESPONSIBILITY

All groups or organizations using District facilities shall provide an ADULT supervisor. Persons will not be admitted until the ADULT supervisor arrives.

The ADULT supervisor shall remain with the group during use of the facilities and be responsible for the group's conformance with all the rules and regulations.

Users shall not tamper with or make adjustments to heating, air conditioning, lighting, furnishings, or equipment.

Standard approved gym shoes are required for all activity type usage in the District's gyms. Use of sport shoes that leave black marks on gym floors is prohibited. Proper attire shall be worn at all times.

In the event a group wishes to cancel use of a facility, it must notify the Facility Use Office at least two (2) working days in advance. Failure to do so may result in charges and/or cancellation of the Facility Use Agreement.

All Use of the facilities shall end in sufficient time to completely vacate the premises by the time listed on the agreement.

The individual named on the agreement and the group in whose name the agreement is used shall accept responsibility for any damage to District property.

In the event of damage, the user will accept the District's estimate of the dollar amount of repair or replacement and make payment promptly to the District.

School facilities shall be left in a clean and orderly condition by all users with all furniture in the same location as it was found. Users will be charged if custodial or other labor is required to clean a facility.

SPECIFIC PROVISIONS

Restrictions

Use of the District facilities, equipment, and services shall be restricted to those spaces and times specifically set forth in the Facility Use Agreement.

Pianos, tables, chairs, desks, and other furniture and/or equipment are not to be used nor moved from one room to another except by prior written arrangement.

Sports and activities that are normally engaged in outdoors (baseball, softball, soccer, football, etc.), and any equipment designed for use in conjunction with outdoor activities will be restricted at all times to outdoor areas.

Use of tobacco is not allowed in the buildings or anywhere else on School District property.

Alcoholic beverages and/or narcotics are not allowed on District property under any circumstances.

Boisterous conduct and/or use of profane or other improper language will be grounds for termination of the Facility Use Agreement.

Open flame, including candles, is not permitted.

Fire and safety regulations of the District, Clark County and the State of Washington shall be observed at all times. Capacity regulations must be strictly observed.

Cancellation

A Facility Use Agreement shall not be considered by the applicant as a lease and the District reserves the right to cancel or revoke any Facility Use Agreement at any time when it deems such action advisable and in the best interest of the School District, or to modify its policies at any time. All facility use authorizations expire at the close of the school year.

The school district reserves the right to cancel non-school activities in favor of school activities whenever the two conflict for time.

In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation by the user on account of any loss, damage, or expense whatsoever.

User requests for changes to the Use Agreement are subject to an administrative fee.

Insurance

The user agrees to protect, indemnify, and save Battle Ground School District, its employees, directors, agents, or assigns harmless from all liability resulting from the use of school facilities.

A certificate of insurance shall be required for all major events and any athletic function not directly sponsored by the District. The user shall provide a certificate of insurance by an insurer satisfactory to the District prior to use of facility for the following minimum amounts:

Bodily Liability: **\$1,000,000 per person**
 \$1,000,000 one event damages

Property Damage: **\$1,000,000 or**
 \$1,000,000 combined single limit

Said certificate shall list the District as an additional named insured and shall provide for notification to the District in the event of cancellation or termination. Coverage shall also be drawn in favor of nearby property when required.

Policies or certificates indicating coverage shall be left with the Facility Use Office not less than ten (10) business days prior to the scheduled use.

The requirement to provide insurance and the amount of the insurance required shall be applied at the discretion of the District administration and shall relate to the nature of the scheduled event or activity.

Whole Agreement

The properly executed Facility Use Agreement is the complete and exclusive statement of the Agreement between the parties relevant to the purpose therein and supersedes all prior agreements or proposals, oral or written and all other communications between the parties related to the subject matter of the agreement.

No modification of the agreement will be binding on either party except as a written addendum signed by an authorized agent of both parties.

FEES

Users of the facilities will be charged according to the appropriate user category as defined below. Groups using the facilities will be charged for services of District personnel required for supervision and/or custodial services. Reciprocal facility use will be considered in calculating user charges.

Organizations seeking the use of school facilities have been divided into three categories for the purpose of determining rental rates:

Group I

Community Education Groups, School-Related Organizations, District Employee Groups, and Government Agencies: This category includes 1) non-profit organizations whose main purpose is to promote educational programs of the community. 2) District employee groups, and local governmental agencies providing service to the community. Examples of Group I: BGEA, PSE, PDC, PTA/PTO, City of Battle Ground, Battle Ground Police and Fire Departments. No fee shall be charged provided that additional staff is not employed to supervise or clean the facilities. A rental charge shall be established to recover unusual utility costs or other costs which may be incurred.

Group II

Non-Profit Educational, Special Interest Groups and Recreational Groups: This category includes organizations requesting use of school facilities for lectures, college courses, recreation, sports camps, or other activities. Examples of Group II: Sports teams, garden clubs, service clubs, community clubs, neighborhood associations and political caucuses. Non-profit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than two years and may not average more than twelve hours of use per week.

Group III

Private and Commercial Enterprises: This category includes churches (after first two years of contract), private social groups, fund-raising groups and organizations utilizing school facilities for self or corporate income and all other activities not classified above.

Use of school facilities for the purpose of financial gain is discouraged. Profit-making groups whose activities are intended to advance business or corporate income shall be allowed use only when a private facility is not available. Such groups will be charged the prevailing rate for commercial facilities in the area.

Family reunions, wedding receptions, bar mitzvahs, anniversaries, birthday parties, rummage sales, etc., are not considered appropriate for rental.

Facility Use Fees 2016-17

Effective, Sept. 1, 2016

Facilities Fees**	User I School or Educational Related	User II - Service or non-profit			User III Private or Commercial
		In-District* Team Fees	Non-District* Team Fees	Hourly Fee	
Administrative Board Rm/Staff Develop	NC	NA-see hrly	NA-see hrly	\$14 per use	\$30.00
CASEE B	NC	NA-see hrly	NA-see hrly	\$14 per use	\$30.00
Cafeteria/Commons/Forum - P S	NC	\$35 per qtr	\$65 per qtr	\$22.00	\$55.00
Cafeteria/Commons/Forum - MS	NC	\$35 per qtr	\$65 per qtr	\$22.00	\$55.00
Cafeteria/Commons/Forum - HS	NC	\$35 per qtr	\$65 per qtr	\$22.00	\$55.00
Classroom - Educational	NC	\$35 per qtr	\$65 per qtr	\$17.00	\$28.00
Media Center	NC	NA-see hrly	NA-see hrly	\$17.00	\$28.00
Gym- Elementary - per use	NC	\$50 per qtr	\$80 per qtr	\$17.00	\$55.00
Gym- Middle School - per use	NC	\$75 per qtr	\$125 per qtr	\$17.00	\$55.00
Gym - High School - per use	NC	\$100 per qtr	\$175 per qtr	\$22.00	\$55.00
Wrestling Room - High School	NC	\$80 per qtr	\$110 per qtr	\$22.00	\$55.00
Multi-Purpose Rooms (aerobics rooms)	NC	NA-see hrly	NA-see hrly	\$22.00	\$55.00
Kitchen - Elementary/Middle	NC	NA-see hrly	NA-see hrly	\$22.00	\$26.00
Kitchen - High School	NC	NA-see hrly	NA-see hrly	\$17.00	\$28.00
Music Room (rehearsal space)	NC	NA-see hrly	NA-see hrly	\$17.00	\$40.00
High School Bleachers	NC	NA-see hrly	NA-see hrly	\$17.00	\$28.00
High School Concession Stands	NA	NA-see hrly	NA-see hrly	NA	NA
Computer Labs (4-hr block) = add hrs	NA	NA-see hrly	NA-see hrly	\$17.00	\$20.00
Auditorium - H.S. (4-hr min.)	NC	NA-see hrly	NA-see hrly	\$42.00	\$92.00
Maximum per day charge (4 hr.) SSD & CLSD 2-hr min)	NC	NA-see hrly	NA-see hrly	\$320.00	\$640.00
Rehearsal space - HR	NC	NA-see hrly	NA-see hrly	NC	\$38.00
Technician - per hr	NC	NA-see hrly	NA-see hrly	\$40.00	\$40.00
Student Tech - per hr	NC	NA-see hrly	NA-see hrly	\$16.00	\$25.00
Stadium (3 hr min) - per hr	\$60.00	NA-see hrly	NA-see hrly	\$115.00	\$225.00
PHS Turf - per hr.	\$45.00	NA-see hrly	NA-see hrly	\$60.00	\$175.00
Lights @ each stadium - per use	NC	NA-see hrly	NA-see hrly	\$65.00	\$60.00
Tennis Courts	NC	NA-see hrly	NA-see hrly	NC	NC
Lights @ each stadium - per hr	NC	NA-see hrly	NA-see hrly	NC	NC
Tracks	NC	\$50 per qtr	\$80 per qtr	\$22.00	\$75/day
Fields	NC	\$50 per qtr	\$80 per qtr	\$22.00	\$55.00
Miscellaneous					
Tables (off-site)	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated
Chairs (off-site)	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated
Piano - upright - per use	NC	\$12.50	\$12.50	\$12.50	\$12.50
Piano - Grand - per use	NC	\$50.00	\$50.00	\$50.00	\$50.00
Volleyball Nets/Stds	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated
Change Orders	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated
Dumpster	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated
Utility fee per day	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated
Cancellation	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated
Press box (PA) - per use fee	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
Overhead Projector - per use fee	NC	\$10.00	\$10.00	\$10.00	\$10.00
Movie Projector - per use fee	NC	\$15.00	\$15.00	\$15.00	\$15.00
Slide Projector - per use fee	NC	\$10.00	\$10.00	\$10.00	\$10.00
Filmstrip Projector - per use fee	NC	\$10.00	\$10.00	\$10.00	\$10.00
Video Cassette Recorder - per use fee	NC	\$15.00	\$15.00	\$15.00	\$15.00
TV - per use fee	NC	\$15.00	\$15.00	\$15.00	\$15.00
Personnel Fees					
Supervisor - per hr	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Custodian - per hr	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Student Tech - per hr (Auditorium)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Kitchen - per hour (Sadexo)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
Security - per hour	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00

NOTE: Personnel Hourly Fees are over and above Facility Use Fees listed.

*District Teams - Greater than or equal to 80% members from the district schools (Users may need to provide documentation to support membership from Battle Ground School District.

**Non-District Teams - Less than 80% of members from Battle Ground School

Quarter - Same as BGS Community Education quarters. League rates are also available

**RENTAL SCHEDULE FOR
BATTLE GROUND SCHOOL
DISTRICT FACILITIES**

All weekend rentals have a two hour minimum use requirement.

The rental fee schedule does not include custodial or special supervisory costs. The administration will assign, at its discretion, the quantity and type of personnel it feels necessary to operate and manage the facility being used. The District reserves the right to require security officers at any event the administration deems necessary, and to charge the user for that supervision.

***CLASSROOM:** Generally classroom rental is not allowed; however, under certain circumstances it is permitted within the following special conditions:

- A. electronic equipment or supplies inaccessible
- B. student's personal belongings stored elsewhere
- C. teacher's desk locked securely
- D. musical instruments inaccessible
- E. animals and chemicals housed elsewhere
- F. in compliance with teacher's or principal's request

Additional unexpected charges are possible due to extra heat, lights, repairs, custodial time, etc.

****KITCHENS:** The use of kitchen equipment at any facility will require a District food service employee be present at all times. Charges for the employee will be charged at an hourly rate. District food service employees may volunteer their time if they are members in good standing of the sponsoring organization.

*****AUDITORIUM:** District-provided sound/light technician or stage manager required for performances. User will be charged hourly rate for entire length of use, plus ½ hour before and after for technician setup and takedown time.

Additional charges apply for use of auditorium equipment:

Floor monitors: \$5 per use (2 available)
Basic stage lights: \$25 per use
Cabled Microphone: \$10 per use
Cordless Microphone: \$15 per use (a lapel, 1 handheld)

******STADIUM:** Two hour minimum for Groups I & II. Four hour minimum for Group III.

- No vehicles of any kind on the stadium field or track (includes carts).
- No cleats on the stadium field or track. Gym shoes or turf shoes only.
- No equipment on stands or legs on the stadium field.
- No food or drink on the stadium field and track (includes gum and seeds).
- No benches on the stadium turf.
- The Facility Use Office or ASB Office must approve all half-time shows.

Procedures for community use of stadium

- Each group must have a Facility Use Agreement.
- Each group must provide a certificate of insurance.
- Each group must have a District supervisor in attendance at all times.

Additional unexpected charges are possible due to extra heat, lights, repairs, custodial time, etc.

FIELDS: Groups requesting facility use of fields for an extended period of time will be required to place port-a-potties at the location and pay garbage fees at District discretion.

**Battle Ground School District
Public Schools
Address List**

Amboy Middle School
22115 NE Chelatchie Rd
Amboy, WA 98601

Battle Ground High School
300WMain St
Battle Ground, WA 98604

Captain Strong Elementary School
1002 NW 6th Ave
Battle Ground, WA 98604

Chief Untuch Middle
700 NW 9th Street
Battle Ground, WA 98604

Daybreak Middle School
1107 NE 239th St
Battle Ground, WA 98604

Daybreak: Primary School
1107 NE 239th St
Battle Ground, WA 98604

Glenwood Heights Primary School
20601 NE 161st Avenue
9716 NE 134th St
Vancouver, WA 98662

Laurin Middle School
13601 NE 97th Ave
Vancouver, WA 98662

Lewisville Middle School
406 NW 5th Ave
Battle Ground, WA 98604

Maple Grove Middle School
12500 NE 199th St
Battle Ground, WA 98604

Maple Grove Primary School
12500 NE 199th St
Battle Ground, WA 98604

Pleasant Valley Middle School
14320 NE 50th Ave
Vancouver, WA 98686

Pleasant Valley Primary School
14320 NE 50th Ave
Vancouver, WA 98686

Prairie High School
11500 NE 117th Ave
Vancouver, WA 98662

Tukes Valley Primary
20601 NE 167th Avenue
Battle Ground, WA 98604

Tukes Valley Middle
20601 NE 161st Avenue
Battle Ground, WA 98604

Yacolt Primary School
406 W Yacolt Rd
Yacolt, WA 98675

CASEE Complex
11104 NE 149th Street
Brush Prairie, WA 98606

The Battle Ground Public Schools provides equal opportunity in programs and employment and does not discriminate based on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status. The district provides equal access to the Boy Scouts and other designated youth groups. Contact the following regarding questions and complaints of alleged discrimination: Teresa Taylor, Director of Student Services, taylor.teresak@battlegroundps.org, Title IX Compliance Officer, 360.885.5415; Linda Allen, Assistant Superintendent of Human Resources, allen.linda@battlegroundps.org, Civil Rights Compliance Coordinator/Section 504/ADA Coordinator, 360.885.5481; or a letter may be submitted to the designated coordinator at the Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604.

Edt. 7/27/16

Language to include with the Facility Use Handbook:

Notwithstanding anything in this agreement to the contrary, the parties expressly acknowledge and agree that WSU and its officers, employees, agents, and registered volunteers, while acting in good faith within the scope of their official WSU duties, are covered by the State of Washington Self-Insurance Liability Program (RCW 43.19.766 et seq.) and the Tort Claims Act (RCW 4.92.060 et seq.). Successful claims to pay legal liabilities and defense costs of the state resulting from tortious conduct of WSU and its employees, officers, agents, and registered volunteers in the performance of their official WSU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130. Notwithstanding anything in this Agreement to the contrary, the extent of the liability WSU contractually assumes under this Agreement is limited to those risks for which WSU is covered by the State of Washington Self-Insurance Liability Program and the Tort Claims Act.