

Lind-Ritzville Cooperative Schools

507 North E Street Lind, WA 99341 (509)677-3499 | 209 E Wellsandt Ave Ritzville, WA 99169 (509)659-1660

FACILITY USE APPLICATION

Organization: _____ Today's Date: _____

Contact Person: _____ Phone: _____

Mailing Address: _____ Email: _____

Type of Event (please be specific): _____

Event will be Supervised by: _____ Phone: _____

Date of Event: _____ Time of Use From: _____ To: _____

Will Admission be Charged: _____ YES _____ NO (If yes, please see fee guideline on back)

Building Requested: _____ Lind Elementary _____ Ritzville Grade School
_____ Lind-Ritzville Middle School _____ Lind-Ritzville High School

Area Requested:

_____ Classroom _____ Gymnasium _____ Library _____ Kitchen
_____ Cafeteria _____ Athletic Field _____ HS Commons _____ HS Collaboration Room
_____ Other (Including special equipment needs) _____

Ritzville Grade School & Lind-Ritzville High School utilizes electronic door locks to control access to its facilities. Please specify below the times you would like the doors to be unlocked and locked.

Door Unlock Time: _____ Door Lock Time: _____

For use of the **Lind Elementary School & Lind-Ritzville Middle School**, keys will need to be checked out at the Lind School District Office. Key Picked Up Date: _____ Key Returned: _____

Please note: District activities/events are our first priority and will take precedence over outside requests.

Agreement: The undersigned hereby makes application to Lind-Ritzville Cooperative Schools 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 request for the applicant and agrees that the applicant will observe all rules and regulations of the Lind-Ritzville Cooperative Schools. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold the Lind-Ritzville Cooperative Schools harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the Lind-Ritzville Cooperative Schools for any damage arising from the applicant's use of the facilities.

Signature: _____ Date: _____

Submit Completed Form to District Office for processing.

Building Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

Please see back for additional information.

Any individual or group using a building for profit or business must pay a fee for such use.

Rate Schedule	Per Day
Ag Shop or Classroom	\$50
High School Collaboration Room	\$75
Football Field	\$40/day \$75/night
Gym/Stage	\$50
Kitchen/Cafeteria	\$40
Gym/Stage and Kitchen/Cafeteria	\$85

**A deposit or \$50 must be made prior to the use of the facility.
The district reserves the right to charge for custodial services as deemed necessary.
Custodial rate - \$150 minimum**

The Superintendent may make an exception to the above fee schedule including non-profit activities that promote student learning.

Please see Lind-Ritzville Cooperative Schools "Use of Facilities Policy #4260" for additional information. Policies & procedures are available at www.lrschools.org

Please make checks payable to: Lind-Ritzville Cooperative Schools

To be completed by Lind-Ritzville Cooperative Schools:

Date Received: _____ Application Approved: Yes _____ No _____

Reason Not Approved: _____

Fees for Use of Facilities:

Deposit \$ _____

Rental Fee \$ _____

Custodial Fee \$ _____

Total Due \$ _____

Payment Received On: _____ Insurance Certificate Received: _____

Notified Building: _____ Facilities Supervisor: _____ Group: _____

Added to District Calendar: _____

Facility Usage Expectations

(Please keep for reference)

1. Prior permission must be granted by the building principal and superintendent.
2. Check with the building secretary about available dates. **Please note, school events/activities are our first priority and will take precedence over outside requests.**
3. Insurance certificates are required prior to any group using school facilities. The appropriate forms from the district office must be completed and signed by participating adults to secure requested dates. A deposit of \$50 must be made prior to the use of the facility. Proof of insurance MUST be provided for any youth program.
4. The activities of the group must be confined to the area requested on the application for use.
5. Use of tobacco, use or possession of alcohol or drugs on school property is prohibited.
6. There will be no food or beverages allowed except in specific areas. Specific areas include: cafeteria, kitchen, elementary gyms. HS & MS Gyms: Food & beverages will be allowed in the foyer, but not inside of the gym.
7. Arrangements must be made with district personnel prior to the use of the facility regarding specific expectations, cleaning materials available, checking out keys, etc. For example, the kitchens have a specific list of cleaning instructions. You must make arrangements to meet with kitchen staff to go over these expectations.
8. After being used, it is expected that the facility and its contents will be returned in the same condition prior to use. This includes general clean-up, emptying trash to the outside dumpster, sweeping floors, turning off lights, locking the building, returning furniture, etc. **Custodial service fees will be charged if the facility requires additional clean up.** Return key to appropriate personnel and request a refund of your deposit if applicable.
9. The individual signing the building use request form shall be responsible for any damage to the building.
10. Use of any school district equipment must have prior approval.

Please see back for additional information.

Use of Building Janitorial Items

(Please keep for reference)

Lunchroom

1. Dump Garbage and replace liners (2 liners per can)
2. Wipe down tables and seats
3. Sweep and mop lunchroom floor
4. Put tables back as they were

Kitchen *

1. Dump garbage and replace liners (2 liners per can)
2. Sweep floor and rubber mats
3. Mop floor and rubber mats

*Please Note: prior to using kitchen facilities, you must contact kitchen staff for additional cleaning expectations.

Gym

1. Sweep gym floor
2. Spot mop gym floor if needed
3. Put away any equipment that was used

Bathrooms

1. Sweep floors
2. Dump garbage if needed
3. Mop floors
4. Wipe down toilets and sinks if needed

Security

1. When leaving the building: Check that lights are off and doors are shut and locked.

Contact Information:

Lind District Office: 509-677-3499

Ritzville District Office: 509-659-1660

Lind Elementary School: 509-677-3481

Ritzville Grade School: 509-659-0232

Lind-Ritzville Middle School: 509-677-3408

Lind-Ritzville High School: 509-659-1720

The Lind-Ritzville Cooperative complies with all state and federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of trained dog guide or service animal, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to Lind-Ritzville Cooperative Schools Title IX RCW 28A.640 Officer, Don Walker, 209 E Wellsandt Ave., Ritzville, WA 99169 or 509-659-1660. Title IX/Chapter 28A.640 RCW Officer: Mr. Don Walker, Principal 209 E Wellsandt Ave Ritzville WA 99169 Phone: 509-659-1660 or Mr. Don Walker, Principal PO Box 340 Lind WA 99341 Phone: 509-677-3481