



Schedule Detail and Rules for Facilities Usage

1174 Entley St. • Walla Walla, WA 99362-3923 • 509.527.3017 • fax 509.529.5561

THIS SCHEDULE DETAIL AND RULES FOR FACILITIES USAGE SHALL BE CONSIDERED PART OF THE USING PARTY'S FACILITIES USAGE AGREEMENT ("Agreement") and is entered into this _____ day of _____, _____ by and between WALLA WALLA PUBLIC SCHOOLS ("District") and the USING PARTY identified below. Throughout this Agreement, the term "USING PARTY" includes, but is not limited to, USING PARTY'S employees, agents, representatives, participants, volunteers, servants, members, spectators, invitees, licensees and guests.

Use of District facilities shall be limited to the following:

Organization Name: _____

Organization Contact Name : _____

Contact Organization names must be the same as on the Facilities Usage Agreement.

Activity Name & Goal of Activity: _____

Will you be charging admission , selling concessions , or taking donations at this event(s)? Yes No

Will you be eating food at this event(s)? Certain locations do not allow food. Prior approval required. Yes No

Event Contact Name: _____

Event Contact Email : _____

Event Contact Phone/Cell Phone (Cell phone required for after school hours events):

Facility & Room(s) of Facility: _____

Day(s) of Week: _____

Date(s) of Month(s) and Year: _____

Event Time: from _____ to _____ Set-up: _____ to _____ Take-down: _____ to _____

Total Hours requested in room(s)/ building _____ Requested times must be strictly adhered to by all members of group.

Number Attending? _____

Equipment/Special requests: _____

AV and/or Technology Equipment needed No Yes - *please fill out Technology Equipment Request.*

FEES- USING PARTY shall pay fees identified in each Schedule Detail and Rules for Facilities Usage form. Final payment shall be made by the USING PARTY at least ten (10) calendar days prior to usage of the facility by USING PARTY. If such payment is not timely made, the District reserves the right to cancel USING PARTY'S use of the facility and to prohibit further use of District facilities by USING PARTY. USING PARTY is ALSO responsible for all fees incurred for additional custodial cleanup and any other fees associated with use of the facilities. Invoicing for such fees will occur following the use. Payment for additional fees or clean-up is due upon receipt of the invoice.

(To be filled in by the District)

No Fee Fee details below (Group _____):

Base Fee(s)	\$	_____
Personnel Fee(s)	\$	_____
Equipment Fee(s)	\$	_____
Wa-Hi Auditorium (Fee Schedule Attached)	\$	_____
Other _____	\$	_____

TOTAL FEE \$ _____

Concessions approved No Yes Food Approved No Yes Insurance Rqd No Yes/ Ins. Received

RULES FOR FACILITIES USAGE. This Agreement expressly incorporates, and USING PARTY expressly agrees to abide by, the following Rules for Facilities Usage and the Schedule Detail (including any revisions to the Schedule Detail).

USING PARTY shall use the identified rooms of the facility in compliance with all policy, procedures, including but not limited to District Policy No. 4260 and Procedure No. 4260 (available upon request and online at www.wwps.org), rules, federal, state and local regulations for use of District property and facilities. USING PARTY shall not use the identified room(s) of the facility, or any portion thereof, for any illegal, immoral, or hazardous activities.

USING PARTY must furnish an approved Schedule Detail and/or final approval email, and a copy of the Rules for Facilities Usage, upon request during event times.



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USING PARTY shall not possess, use, transmit, or distribute drugs and/or alcohol on District property. USING PARTY is prohibited from use of any tobacco products on District property. USING PARTY shall not possess firearms, knives, other dangerous weapons, or "look alike" guns or other "look alike" weapons on District property.

No concessions or other items shall be sold on District property, unless approved in writing by the Event Coordinator which may be in the form of a Schedule Detail and Rules for Facilities Usage form.

USING PARTY shall be responsible to closely supervise the activities of any person, including but not limited to, its employees, agents, representatives, participants, volunteers, servants, members, spectators, invitees, licensees or guests, with responsible adults at all times during USING PARTY'S use of District property. USING PARTY expressly understands, agrees, and acknowledges that the District shall have no obligation whatsoever to supervise the activities of any person, including but not limited to, USING PARTY'S employees, agents, representatives, participants, volunteers, servants, members, spectators, invitees, licensees or guests, who are in or upon District facilities or property in connection with the use authorized by this Agreement.

USING PARTY shall not use any District personal property, equipment or devices, unless specific permission has been granted in writing in advance by the Event Coordinator, which may be in the form of a Schedule Detail and Rules for Facilities Usage form. Any use of electronic equipment must be with in District Acceptable Use Policies.

Where such permission is granted, USING PARTY shall be solely responsible for inspecting all personal property, equipment, and devices prior to usage, and USING PARTY shall be solely responsible for assuring that such personal property, equipment, or devices are in reasonably safe condition and are reasonably appropriate and safe for the USING PARTY'S intended usage.

Prior to using the facilities, USING PARTY is solely responsible for inspecting the District facilities or real property that is or are the subject of this Agreement, to identify any defects, conditions, or hazards therein or thereupon which may render the facilities or real property not reasonably safe for the USING PARTY'S intended usage.

Upon identifying any such unsafe defects conditions, or hazards, USING PARTY shall refrain from using the facilities or real property until the said defects, conditions, or hazards are brought to the attention of the District by the USING PARTY, and are removed, repaired, or otherwise made safe by the District.

USING PARTY is prohibited from engaging in any activity on, under, about, or near stages, equipment rooms, bleachers, or other areas not listed in the Schedule Detail and Rules for Facilities Usage and is prohibited from using District or District students' and/or staffs' equipment or personal items not specified therein.

USING PARTY shall be especially cautious at all times when driving anywhere near facility buildings. USING PARTY shall not drive on the facility playground areas. If loading or unloading to or from a vehicle is necessary at the facility building, USING PARTY shall first obtain permission from, and shall obtain assistance from District custodial staff assigned to the event as to a safe and appropriate location for parking the vehicle during such loading or unloading.

USING PARTY shall not place or display any other sign, notice, picture, placard, or poster without written permission. USING PARTY agrees to promptly remove any materials on the District's request and, in any event, at the expiration or sooner than the termination of this Agreement. USING PARTY shall repair any damage to District property caused by the placement and/or removal. USING PARTY shall not publish or allow to be published any oral or written statements, communications, or advertisements stating, suggesting or implying District or school sanction or sponsorship of any of USING PARTY'S activities. Any advertisement for the USING PARTY'S activities shall conspicuously contain the following language: **"This is not a Walla Walla Public Schools sanctioned or sponsored event/activity."**

USING PARTY is solely responsible for meeting any special event or other permit requirements or other non-permit requirements from entities, including but not limited to law enforcement, fire department, and health department.

At any time during the term of this Agreement, the District shall be entitled to recapture use of the identified room(s) of the facility should the identified room(s) of the facility be needed for District purposes, as required by RCW 28A.335.040. In the event the District intends to recapture the identified room(s) of the facility, the District shall give notice via electronic mail, mail, or in person to USING PARTY as soon as reasonably possible before USING PARTY'S scheduled event.

Facility use is limited to USING PARTY'S specific time. USING PARTY is expected to start on time and complete use promptly at END TIME.

USING PARTY shall be courteous to other groups using District facilities.

Children SHALL be supervised at all times by USING PARTY.

USING PARTY shall ensure that no street shoes are used on the gymnasium floors at Walla Walla High School.

USING PARTY shall ensure that **NO** food or beverages are allowed in gymnasiums. Water bottles are acceptable.

USING PARTY shall ensure that **NO** food or beverages are allowed near electronic equipment at any time.

After each use of the identified room(s) of the facility, and upon the termination of this Agreement for any reason, USING PARTY shall be responsible to ensure that the identified room(s) of the facility is returned to as good a condition as it was prior to USING PARTY'S activities.

ANY VIOLATION OF THE ABOVE-MENTIONED RULES OR OF ANY OTHER PROVISION IN THE FACILITIES USAGE AGREEMENT BY USING PARTY SHALL ENTITLE THE DISTRICT TO IMMEDIATELY PROHIBIT FURTHER USE OF DISTRICT FACILITIES BY USING PARTY AND TO TERMINATE THE FACILITIES USAGE AGREEMENT NOW AND IN THE FUTURE.

USING PARTY UNDERSTANDS AND ACCEPTS THE ABOVE RULES AS PART OF ITS FACILITIES USAGE AGREEMENT OF WALLA WALLA PUBLIC SCHOOL DISTRICT FACILITIES AND AGREES TO ENFORCE THEM DURING ALL OF USING PARTY'S SCHEDULED TIME.

AUTHORITY. The undersigned represent that they are authorized to enter into this Agreement.

USING PARTY signature/date

WWPS Event Coordinator Approval/date

Principal/Site Level Approval

Chief Financial Officer Approval (if required)