



Property Management, MS-23-310

P O Box 34165

Seattle, WA 98124

Phone: 206-252-0633

Fax: 206-252-0632

TO: Applicant

RE: Space Application Packet

Thank you for your interest in Seattle Public Schools. Enclosed is a Space Application Packet. You may also download this packet at <http://www.seattleschools.org/area/propertymgmt/index.dxml> . Leases in operating schools normally are for a maximum of one (1) year only and tenants need to re-apply every year. This packet includes:

1. A Space Application.

- To be filled out and signed by the applicant.
- Applicant **must** provide detailed space use information on page 2. The lease agreement, services provided and charges to the user are based on such information provided.
- **Must be signed by the District's School Principal or Program Manager on pages 2 and 3.**
- **The application will not be processed without the required signatures.**
- If you are a new applicant, please attach a separate sheet summarizing the type of service provided by your organization and pertinent information including its financial status, credit history, credit references with names and phone numbers of the financial institutions.

2. General Rules and Regulations for Use of School Facilities.

3. Liability Insurance Requirement.

- Give a copy of the insurance requirement to your insurance agent to obtain proper insurance. Make sure that your policy includes **Seattle School District as "additional insured", and that All coverage requirements applicable to your operation are listed on the Certificate of Insurance.**
- A current Certificate of Insurance must be received by the Property Management Office prior to your occupancy or lease renewal.

4. Legal Holiday and Break Information.

- Please note that there **may be additional charges** for operating during the School District's designated Legal Holidays, school break periods, or non-school days. This schedule is updated annually when information is available.

5. Additional Use/Change Request To Current Lease.

- For future use-to request for additional space or time, or changes to those in your current lease agreement.

Note: If you are not SPECIFICALLY exempted from Leasehold Tax (LHT) by the Washington State Department of Revenue, you will be charged a state assessed LHT monthly. The current rate is 12.84% of the established rent value as stated on your lease agreement. Such certificate of exemption must be kept current annually and a copy sent to our office.

New applicants: Please return to the Property Management Office your completed application package with a \$30.00 *non-refundable* processing fee at least **15 working days** prior to the intended occupancy. **NO occupancy** is allowed until a lease agreement is finalized and proof of proper insurance is provided to our office.

Existing tenants: We will bill you for the processing fee later with your rent invoice. Due to high volume of lease renewals, your space applications are due to the Property Management Office: a) Alignment providers-return with the Alignment Packet, b) Others- at least 2 months prior to expiration of your current lease. Please keep in mind that school principals are normally on vacation during the summer, please obtain the principal's signature prior to summer vacation.

SPACE APPLICATION FOR OPERATING SCHOOLS

Organization: _____ Telephone # (____) _____

Address: _____
Street Address City State Zip Code

Sole Proprietorship ___ Partnership ___ Non-Profit Corp ___ For Profit Corp ___ Other _____

Type of Business: _____

Lease Contact Name: _____ Title: _____ Telephone: _____

Email Address for leases/correspondence: _____

Alternate Lease Contact Name: _____ Title: _____ Telephone: _____

Alternate Email Address for leases/correspondence: _____

On-Site Supervisor: _____ Telephone (____) _____

Emergency Contact: _____ Telephone (____) _____

Billing Contact: _____ Telephone (____) _____

Billing Address: _____

City State Zip Code

School Requested: _____ Space Usage Requested: Please list details on Page 2.

If you are NOT a childcare provider, and want Internet Access/Service, please contact the School District's Techline at 206-252-0333.

Lunchroom use does NOT include kitchen. Call Child Nutrition Services at (206) 252-0675 for kitchen use.

How space will be used: _____

Apply for (please **specify the year**, eg. 2009): just the coming summer _____; just the coming school year _____;
BOTH summer and school year _____; Other _____ (specify)

Projected number of enrollees: _____ Ages _____ Charge per enrollee _____

Type/amount of other fees charged _____

Note: The Seattle School District reserves the right to increase the rent if the fees charged to your enrollees are extraordinary or more than necessary for recovering operating cost at the leased space.

This application serves as an indicator of interest only and creates no liability for either the applicant or the Seattle School District. Approval of this application by the District does NOT confirm availability or authorization to occupy the facilities until a lease agreement is signed by the District.

APPLICANT'S SIGNATURE: _____

Printed/Typed name Title Date

SEE PAGES 2 & 3 FOR REQUIRED DISTRICT'S PRINCIPAL/PROGRAM MANAGER APPROVAL

DETAILED SPACE USE REQUEST (see next page for a sample of a completed form)

IMPORTANT: Services to the space(s) and charges are based on information you provide in this page. If you need heat, it will be provided and charged based on your operating hours. Please list specific dates and hours if you wish to operate during school breaks or holidays (if more space is needed, make a copy of this blank page and list additional information on it). Even if your use request is the same as last year's, the statement "same as last year" does not provide sufficient information to process your request. Please list detailed info. in all applicable spaces. Do NOT list "7 a.m. to 6 p.m." during school year for joint use space such as gym/cafeteria, as this is unrealistic.

<u>During School Year</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Days of Operation</u>	<u>Operating Hours AM/PM</u>	<u>Heat/Cooling Needed? (Y/N)</u>	<u>Hours of Staffing Requested</u>
Space/Rm # _____	_____	_____	_____	_____	_____	_____
Space/Rm # _____	_____	_____	_____	_____	_____	_____
Space/Rm # _____	_____	_____	_____	_____	_____	_____
<u>During School Breaks</u>	<u>List Specific Dates</u>		<u>Days of Operation</u>	<u>Operating Hours AM/PM</u>	<u>Heat/Cooling Needed? (Y/N)</u>	<u>Hours of Staffing Requested</u>
Space/Rm # _____	_____		_____	_____	_____	_____
Space/Rm # _____	_____		_____	_____	_____	_____
Space/Rm # _____	_____		_____	_____	_____	_____
<u>During Legal Holidays</u> <i>*Specify Which Legal Holiday(s) you will be in operation</i>	<u>List Specific Dates</u>		<u>Days of Operation</u>	<u>Operating Hours AM/PM</u>	<u>Heat/Cooling Needed? (Y/N)</u>	<u>Hours of Staffing Requested</u>
Space/Rm # _____	_____		_____	_____	_____	_____
Space/Rm # _____	_____		_____	_____	_____	_____
Space/Rm # _____	_____		_____	_____	_____	_____

<u>During Summer</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Days of Operation</u>	<u>Operating Hours AM/PM</u>	<u>Heat/Cooling Needed? (Y/N)</u>	<u>Hours of Staffing Requested</u>
Space/Rm # _____	_____	_____	_____	_____	_____	_____
Space/Rm # _____	_____	_____	_____	_____	_____	_____
Space/Rm # _____	_____	_____	_____	_____	_____	_____

I agree to pay for any additional staffing and heat/cooling incurred by my request, or the Seattle School District's need to provide additional custodial support for my program's use due to illness or vacation by regular school custodian.

 (Applicant Signature) (Printed Name) Location Date

 Above Facilities Use Approved by: School Principal Signature (Printed Name) Location Date

**SAMPLE of COMPLETED
DETAILED SPACE USE REQUEST**

IMPORTANT: Services to the space(s) and charges are based on information you provide in this page. If you need heat, it will be provided and charged based on your operating hours. Please list specific dates and hours if you wish to operate during school breaks or holidays (if more space is needed, make a copy of this page and list additional information on it). Even if your use request is the same as last year's, the statement "same as last year" does not provide sufficient information to process your request. Please list detailed info. in all applicable spaces. Do NOT list "7 a.m. to 6 p.m." during school year for joint use space such as gym/cafeteria, as this is unrealistic.

<u>During School Year</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Days of Operation</u>	<u>Operating Hours AM/PM</u>	<u>Heat/Cooling Needed? (Y/N)</u>	<u>Hours of Staffing Requested</u>
Space/Rm # <u>2</u> Space/Rm # <u>gym</u> Space/Rm # _____ (Even if usage (For joint use space such as	<u>9/5/08</u> <u>9/5/08</u> is same as last gym/cafeteria,	<u>6/15/09</u> <u>6/15/09</u> year, please do NOT request	<u>Mon-Fri</u> <u>Mon-Fri</u> list detailed "7 AM-6AM" since	<u>8 am - 5 pm</u> <u>7 a.m.-9 a.m.</u> information in school uses these	<u>Y</u> all applicable spaces during school	<u>none</u> Spaces hours
<u>During School Breaks</u>	<u>List Specific Dates</u>		<u>Days of Operation</u>	<u>Operating Hours AM/PM</u>	<u>Heat/Cooling Needed? (Y/N)</u>	<u>Hours of Staffing Requested</u>
Space/Rm # <u>2</u>	Winter break except 12/24,25,31 & 1/1/09 (or District's legal holidays)		M-F	8 am-6 pm	Y	none
Space/Rm # <u>2</u>	mid-winter break except 2/16/09 (or president's day		M-F	7 am- 5 pm	Y	none
Space/Rm # _____	Mid-winter break-closed					
<u>During Legal Holidays</u> <i>*Specify Which Legal Holiday(s) you will be in operation</i>	<u>List Specific Dates</u>		<u>Days of Operation</u>	<u>Operating Hours AM/PM</u>	<u>Heat/Cooling Needed? (Y/N)</u>	<u>Hours of Staffing Requested</u>
Space/Rm # <u>2</u>	Veterans Day only			8 am – 6 pm	Y	8 a.m. – 6 p.m.
Space/Rm # _____						
Space/Rm # _____						
<u>During Summer</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Days of Operation</u>	<u>Operating Hours AM/PM</u>	<u>Heat/Cooling Needed? (Y/N)</u>	<u>Hours of Staffing Requested</u>
Space/Rm # <u>2</u>	<u>6/16/09</u>	<u>8/31/09</u>	<u>M-F</u>	<u>7 am – 6 pm</u>	<u>Y</u>	<u>.None</u>
Space/Rm # <u>Gym</u>	<u>6/16/09</u>	<u>8/31/09</u>	<u>M-F</u>	<u>7 am – 6 pm</u>	<u>N</u>	_____
Space/Rm # _____	_____	_____	_____	_____	_____	_____

I agree to pay for any additional staffing and heat/cooling incurred by my request, or the Seattle School District's need to provide additional custodial support for my program's use due to illness or vacation by regular school custodian.

<u>Applicant Smith's Signature</u>	<u>Applicant Smith</u>	<u>Bryant School</u>	<u>5/12/06</u>
(Applicant Signature)	(Printed Name)	Location	Date
<u>Principal Jones' Signature</u>	<u>Principal Jones</u>	<u>Bryant School</u>	<u>5/15/06</u>
Above Facilities Use Approved by: School Principal Signature	(Printed Name)	Location	Date

To Be Completed And Signed By The District's School Principal/Program Manager

DURING NON-SCHOOL DAYS OR HOURS

_____ A custodian is required for access_____, building security_____, or to operate the heating system_____.

_____ The space being requested is independent from the main building and the applicant will be authorized a key to access the space. There is no security alarm connected to this space. No custodial staffing is required.

_____ No custodial staffing is required because _____

Comments: _____

APPROVAL: The space(s), dates and times on page 2 as requested by applicant are:

➤ Approved as requested ____ (the space(s) and hours requested on page 2 are not in conflict with the school's programs).

➤ Conditionally approved with these changes/conditions:

➤ This application is approved for: **Please check one**

This coming SUMMER (specify the year) _____ only.

This coming SCHOOL YEAR (specify the year; eg. 08-09) _____ only.

BOTH this coming summer AND school year (specify the year)_____.

Other (specify) _____.

Must be signed by School District's Principal/Program Manager:

Signature Printed Name Title Date

School Name:_____

GENERAL RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

Supervision: All groups using school facilities must have an adult supervisor with the group. That supervisor is responsible for the group's complying with all applicable regulations.

Security: The School District may require that security be provided for activities, such as, dances, large lecture audiences, community celebrations, etc. Applicants may call the Seattle School District Security Office at 298-7707 for information about security services and charges.

Vacating Time: All activities must end at least (15) minutes before the time approved on the agreement to allow the building to be completely vacated prior to locking the facility.

Protecting School Facilities: Groups must use the utmost care in the use of school facilities, and the use of facilities is restricted to those spaces and times specifically covered in the agreement. School furniture and equipment must not be moved from one room to another unless specifically authorized by designated school staff and supervised or performed by a School District employee. No decorations or other items may be attached to walls, ceilings, or floors, if it would mark or damage the surface. No wax or other substances may be applied to the floors.

Users must leave the school facilities in the same order and condition in which they found them. For example, any decorations or equipment brought by the user or any rubbish generated by the user must be removed.

Advertising: Any type of advertising material may be distributed only during the times and the areas listed on the agreement. In addition, the Premises may not be used by religious groups for recruitment or proselytizing activities.

Liquor, Drugs, Smoking and Firearms: Liquor, drugs, or smoking are not allowed on School District property. Firearms are prohibited.

Games Of Chance: Games of chance, lotteries, raffles and the giving of door prizes are not allowed except as permitted by law, and then only with proper clearances, if applicable, from The State Gambling Commission.

Admission Charges: When admission tax is to be collected or when fees are to be paid to any agency or group, the organization using the facility must assume all responsibility.

Boisterous Conduct: Boisterous conduct, profane or other improper language are not allowed.

Fire And Safety: All fire and safety regulations of the Seattle School District and the City of Seattle must be observed.

Copyrighting: Per Federal copyright law, all organizations must get permission from the copyright holder if the work, program or performance is copyrighted.

Equipment: Applicants who wish to use School District equipment, such as the PA system, stage lighting, overhead projectors, screens, chalkboards, must make arrangements with the secretary at the respective school. There may be charges for such equipment use.

Playground Use: Playground use must not interfere with school activities, subject the grounds and/or playground equipment to undue wear, create a hazard, or result in unreasonable restriction of use by others. All organized use of the School District grounds must be covered by a building and grounds use permit or agreement.

Kitchen Facilities: All use of kitchens must be approved by the Child Nutrition Services Office. Users must call 298-7675 to make arrangements for kitchen use. The labor charge will be based on the current pay scale, including benefits, with a minimum of three hours for a call back. There will be an additional charge for weekends and holidays.

Additional Rules: Administrative offices and individual schools may compile special rules applicable to specific situations and locations. Any such special rules will be posted in a conspicuous location where they apply.

I acknowledge that I have read and understand and agree to comply with the Rules and Regulations stated herein.

Applicant Signature

Date

SEATTLE SCHOOL DISTRICT PROPERTY MANAGEMENT OFFICE
INSURANCE REQUIREMENT

Tenant, at its own expense, shall provide and keep in force with companies reasonably acceptable to Landlord, the following:

- * Commercial general liability insurance for the benefit of Landlord and Tenant jointly against liability for bodily injury and property damage for a combined single limit of not less than One Million Dollars (\$1,000,000) for any one occurrence and Two Million Dollars (\$2,000,000) in the aggregate for this location, including coverage for contractual liability and personal injury, and One Hundred Thousand Dollars (\$100,000) for fire legal liability;
- * If Tenant operates or allows subcontractors to operate day care or other child-serving programs (any program where children are on District premises and not under the care or supervision of their own parents), sexual abuse or molestation coverage shall be provided with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate;
- * If Tenant provides or allows its contractors or sublessees to provide professional medical or mental health services, medical professional liability (errors and omissions) coverage shall be required with a minimum limit of \$1,000,000 per wrongful act and \$2,000,000 annual aggregate;
- * Statutory Workers' Compensation, including Employer's Contingent Liability (Stop Gap) in Tenant's commercial general liability coverage with a limit of at least \$1,000,000 per bodily injury/accident; \$1,000,000 bodily injury/disease-policy aggregate, and \$1,000,000 bodily injury/disease-employee;
- * Automobile Liability Insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000, including all owned, non-owned and hired vehicles and covering claims for damages because of bodily injury or death of any person or property damage arising out of ownership, maintenance or use of any motor vehicle;
- * Products/Completed Operations Liability in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate, and
- * The foregoing insurance shall be placed with an insurance company or companies licensed to do business in the State of Washington and shall have an A.M. Best's rating of A or better.
- * Such policies shall list Landlord as an **additional insured** and shall be primary and non-contributing with any insurance carried by Landlord.
- * Such policies **shall not be cancelable** or materially altered **without forty-five (45) days'** prior written notice to Landlord. In addition, the policies shall provide for ten (10) days' written notice to Landlord in the event of cancellation for non-payment of premium.

I agree to provide a Certificate of Insurance to the Seattle School District pursuant to the above guidelines no later than 10 days prior to occupancy of leased space and an updated certificate when the coverage is due for renewal.

Signature

Printed Name

Date

EXHIBIT D

SEATTLE SCHOOL DISTRICT

FY 2008-2009 HOLIDAY/VACATION SCHEDULE AND CHARGES (September 1, 2008 – August 31, 2009)

A. 2008-2009 Holiday/Vacation Schedule

There is **NO school staffing on these **12** Seattle School District designated holidays:

Labor Day	September 1, 2008
Veteran's Day	November 11, 2008
Thanksgiving Day	November 27, 2008
Day after Thanksgiving	November 28, 2008
Christmas Eve Holiday	December 24, 2008
Christmas Day Holiday	December 25, 2008
New Year's Eve Holiday	December 31, 2008
New Year's Day Holiday	January 1, 2009
Martin Luther King Jr. Day	January 19, 2009
President's Day	February 16, 2009
Memorial Day	May 25, 2009
Independence Day	July 3, 2009

** Holiday staffing rate is charged. **The number of holidays is subject to change at the discretion of the Seattle School District.**

***There **MAY NOT** be school staffing during the following designated school vacations

December 22, 2008– January 2, 2009	Winter Break (no staffing on 12/24, 25 & 12/31/08, & 1/1/09)
February 17, 2009 – February 20, 2009	Mid-Winter Break
March 30, 2009 – April 3, 2009	Spring Break
June 17, 2009 – August 31, 2009	Summer Break

***Applicable staffing rate is charged.

B. Staffing Charges

Custodial Overtime Rate (four hour minimum). Charges are incurred from one-half hour before the starting times to one-half hour after the ending times indicated on applications/leases.

Week Days (after hours)	\$40.75 per hour
Saturdays (four hours minimum)	\$40.75 per hour
Sundays and holidays (four hours minimum)	\$52.85 per hour

C. Heat/Cooling Cost Per Use:

	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>	<u>Category D</u>
Startup Cost (one time cost per use)	\$122.55	\$77.00	\$34.20	\$22.70
Plus: 1 to 5 Classroom(s)/hour	\$15.90	\$ 8.60	\$ 4.30	\$ 3.65
Gym/hour	\$15.90	\$ 8.60	\$ 4.30	\$ 3.65
Cafeteria/hour	\$15.90	\$ 8.60	\$ 4.30	\$ 3.65
Auditorium/hour	\$15.90	\$ 8.60	\$ 4.30	\$ 3.65

For information about in which category the school you are leasing or plan to lease belongs, please refer to the Property Management website at <http://www.seattleschools.org/area/propertymgmt/index.dxml> or call (206) 252-0633

(Applicant Signature)

(Printed Name)

Location

Date

Building Category Related To Heating/Cooling Cost

BUILDING NAME	CATEGORY
ADAMS	D
AFRICAN AMERICAN ACADEMY	C
AKI KUROSE	D
ALKI	C
ARBOR HEIGHTS	C
B.F. DAY	D
BAGLEY	C
BALLARD	C
BEACON HILL	C
BLAINE	B
BOREN	A
BRIGHTON	C
BROADVIEW THOMPSON	B
BRYANT	C
CLEVELAND	C
COE	D
CONCORD	D
COOPER	D
DEARBORN PARK	D
DECATUR	D
DENNY	A
DUNLAP	D
ECKSTEIN	A
EMERSON	D
FRANKLIN	C
GARFIELD	A
GATEWOOD	D
GATZERT	D
GENESEE HILL / PATHFINDER	D
GRAHAM HILL	D
GREEN LAKE	C
GREENWOOD	D
HALE	A
HAMILTON @ LINCOLN	A
HAWTHORNE	D
HAY	D
HIGHLAND PARK	D
INGRAHAM	A
JOHN STANFORD CENTER	D
KIMBALL	D
LAFAYETTE	C
LATONA (JOHN STANFORD INT'L)	D
LAURELHURST	C
LAWTON	D
LESCHI	D
LINCOLN	A
LOWELL	C
LOYAL HEIGHTS	C
MADISON	B
MADRONA	D
	Page 1 of 2

BUILDING NAME	CATEGORY
MANN BLDG	C
MAPLE	D
MCCLURE	B
MCGILVRA	C
MEANY	B
MERCER	B
MONROE BLDG (SALMON BAY)	B
MONTLAKE	D
MUIR	D
NEW SCHOOL @ COLUMBIA	C
NORTH BEACH	D
NORTHGATE	C
OLYMPIC HILLS	C
OLYMPIC VIEW	D
ORCA @ WHITWORTH	C
PINEHURST (AS #1)	D
RAINIER BEACH	A
ROGERS	D
ROOSEVELT	C
ROXHILL	D
SACAJAWEA	D
SANISLO	D
SCHMITZ PARK	D
SEALTH @ BOREN	A
SECONDARY BOC	C
SEWARD	D
SOUTHLAKE	C
STEVENS	D
SUMMIT	A
T.T. MINOR	C
COLMAN (T MARSHALL)	C
VAN ASSELT	B
VIEWRIDGE	C
WASHINGTON	B
WEDGWOOD	C
WEST SEATTLE ELEMENTARY	D
WEST SEATTLE	C
WEST WOODLAND	C
WHITMAN	B
WHITTIER	D
WILSON-PACIFIC	A
WING LUKE	D

ADDITIONAL USE/CHANGE REQUEST TO CURRENT LEASE

School _____	Organization _____	Date of Request _____
Person Responsible _____ (____)	Business Telephone # _____ (____)	Emergency Telephone # _____
<hr/>		
Address _____	City _____	State _____ Zip Code _____

Request the use of the following additional:

_____ Date(s) _____ Day(s) _____ From _____ (AM/PM) TO _____ (AM/PM)
Space(s) _____

_____ Date(s) _____ Day(s) _____ From _____ (AM/PM) TO _____ (AM/PM)
Space(s) _____

For the purpose of: _____ Expected No. of Attendants: _____

Request change. New use as follows:

_____ Date(s) _____ Day(s) _____ From _____ (AM/PM) TO _____ (AM/PM)
Space(s) _____

_____ Date(s) _____ Day(s) _____ From _____ (AM/PM) TO _____ (AM/PM)
Space(s) _____

Do you plan to operate during school breaks or legal holidays on the above days & hours requested? If so, please specify in details:

which school break(s)? _____

which legal holiday(s) _____

Do you need: **Heat?** Yes ___ (heat will be provided and charged based on the hours you are in the building).
Cooling? Yes ___ (cooling will be provided and charged based on the hours you are in the building).
Our help in gaining access to the leased space? Yes ___ No ___ If no, how do you intend to access the leased space?

Do you need other services? Yes ___ No ___ If yes, please specify what services are needed: _____

This completed application must be received by the Property Management Office, MS 23-310, Seattle Public Schools, PO Box 34165, Seattle, WA 98124-1165, at least **TEN (10) WORKING DAYS** prior to the event. Questions should be directed to (206) 252-0633; fax (206) 252-0632. Please note that this application does not constitute final approval and the additional use is not automatically guaranteed. If final approval is granted, applicable direct and indirect costs will be assessed for costs incurred due to this request. Tenant agrees to promptly reimburse the District upon receipt of an invoice and that all terms and conditions of the existing lease agreement apply to all additional and changes in use.

AGREED: _____
Lessee's Signature _____ Lessee's Printed Name _____ Date _____

Principal's Comments

Approved: Yes ___ No ___ _____
Principal's Signature _____ Date _____ Property Management Office _____ Date _____