



SPS BUILDING AND GROUNDS USE PERMIT APPLICATION

You must inquire with the SCHOOL before mailing this application



PAYMENT AND APPLICATION OF RENTAL MUST BE RECEIVED

Building Rentals, MS 23-311

AT LEAST TEN (10) WORKING DAYS PRIOR TO THE EVENT. LATE

P.O. Box 34165

APPLICATIONS OR PAYMENTS MAY NOT BE PROCESSED ON TIME.

Seattle, WA 98124-1165

We only accept checks or money orders. We do NOT accept cash or credit cards.

PLEASE SIGN BACK PAGE No. 2 - APPLICABLE RULES & REGULATIONS

Seattle Public Schools ("SPS") rents space in accordance with the School Board Policy. It is the intent of SPS to comply with the requirements of Local, State, and Federal regulations that prohibit discrimination based on sex, race, national origin, age, sexual orientation, marital status, and/or handicapping conditions.

****A non-refundable Application Fee of \$15.00 is required with this application****

School Building Requested _____ Today's Date _____

Organization _____

Applicant's Name _____ Telephone No. _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address _____ Emergency Phone No. _____ Fax No. _____

Purpose of Activity _____ No. of Attendants _____

Do you need AC/HEAT? Yes _____ No _____ (rates applicable) Internet Access/Service: Call Techline (206)252-0333

Do you intend to charge any admission or donation? Yes _____ No _____ Amount: \$ _____

RESERVE SPACE(S)

Space Name/Room Number	Day(s) (Mon-Sun)	Date(s)	Hours (indicate a.m. or p.m.)
_____	_____	_____	Fr: _____ To: _____
_____	_____	_____	Fr: _____ To: _____
_____	_____	_____	Fr: _____ To: _____

Applicants must obtain preliminary approval for the above reservation from the school principal or designee. Please provide the name of the contact at the SCHOOL that gave the approval. Application will not be processed without this important information!

SCHOOL Personnel Name or Signature

Title or position

Date

This application serves as an indicator of interest ONLY and creates no liability for either the Applicant or SPS. Approval of this application by SPS does NOT confirm availability or authorization to occupy the facilities until SPS signs a permit. Mail the application with the required processing fee to Seattle Public Schools, Building Rentals, MS: 23-311, PO Box 34165, Seattle, WA 98124-1165. Please visit our website: <http://www.seattleschools.org/area/propertymgmt/index.dxml> for detailed procedures and rates or call Building Rentals at (206) 252-0640 with any questions.

Your signature acknowledges that you have read and understand all the information on front and back (page 1 & 2) of this permit application and that you agree to abide by all the terms and conditions listed herein. Your signature further acknowledges that you are authorized to sign on behalf of the Applicant/Organization and that the Applicant/Organization agrees to protect, defend, indemnify, and save harmless the District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this permit. The Applicant/Organization further agrees to reimburse SPS for any damage arising from the Applicant's use of said facility.

Applicant/Organization shall provide proof of general liability coverage of no less than \$1 million dollars per occurrence. SPS must be named as additional insured on said policy. Coverage shall not be cancelled or reduced without thirty (30) days written notice to the district.

_____ (initial) Youth Sports Programs – Pursuant to H.B. 1824, the Applicant agrees to fully comply with the State of Washington requirements for concussion and head injury education, prevention, and management. Access to facilities under this Agreement will not be granted until all requirements are complete and approved by SPS and/or designee. (Addendum A attached - Fill out and return)

Applicant Signature: _____ Printed Name: _____