



Building Rental, MS-23-311

P O Box 34165

Seattle, WA 98124

Phone: 206-252-0640

TO: Applicant

RE: Space Application Packet For Filming Activities

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> . This packet includes:

1. A Space Application

- To be filled out and signed by the applicant on all appropriate spaces provided.
- Applicant **must** provide detailed space use information on page 2. The rental agreement, services provided and charges to the user are based on such information provided.
- **Page 3 Must** be signed by the **District's School Principal** or **Program Manager**
- **The application will NOT be processed without the required signatures.**

2. General Rules and Regulations for Use of School Facilities

3. Liability Insurance Requirement

- Give a copy of the insurance requirement and sample certificate to your insurance agent to obtain proper insurance. Make sure that your policy includes **Seattle School District as "additional insured"**.
- A Certificate of Insurance must be received by the Building Rental Office prior to your occupancy.

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 periodically when information is available.

5. FY 2010-20110 Fees & Rental Rates for Filming Activities

Please return to the Building Rental Office your completed application package with a **\$50.00 non-refundable** processing fee at least **Fifteen (15) working days** prior to the event. **NO occupancy** is allowed until all payments, proof of proper insurance & a Building Use Permit or a lease agreement is in place.

Note: If the term of the agreement is 30 days or longer, you may be charged a Leasehold Tax (LHT) assessed by the Washington State Department of Revenue. The current rate is 12.84% of the established rent value as stated on your permit or rental agreement.

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: _____

Email Address for leases/correspondence: _____

Lease Contact Name: _____ Title: _____

Office Address: _____ Telephone (____) _____

On-Site Supervisor: _____ Telephone (____) _____

Emergency Contact: _____ Telephone (____) _____

Billing Contact: _____ Telephone (____) _____

Billing Address: _____
City State Zip Code

School Requested: _____

If you want Internet Access/Service, please contact the School District's Techline at 206-252-0333.

Space Usage Requested: Please list details on Page 2. (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. 2010): 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
Page 1

DETAILED SPACE USE REQUEST

IMPORTANT: Services to the space(s) and charges are based on information you provide in this page. Please list specific dates and hours Please list detailed info. in all applicable spaces.

<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>Hours of Heat/Cooling Requested</u>	<u>Hours of Staffing Requested</u>
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>Hours of Heat/Cooling Requested</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>Hours of Heat/Cooling Requested</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>Hours of Heat/Cooling Requested</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

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 _____

➤ Conditionally approved with these changes:

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

This coming SUMMER (specify the year) _____ only.

This coming SCHOOL YEAR (specify the year; eg. 2010-2011) _____ 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 SPS FACILITIES

1. Applicant/Organization is responsible for the safety and conduct of its participants and spectators.
2. All non-profit youth sports groups must verify that all coaches, athletes, and athletes' parent/guardian have complied with the mandated policies for concussion and head injury education, prevention, and management as prescribed by HB 1824, section 2.
3. An SPS employee must be present at all times when a school building is open for use by any group to render such service as is necessary in the operation of lights, heat, ventilation, unlocking, and locking the building. All meetings shall close at least 15 minutes before the time approved on the permit to allow the building to be completely vacated.
4. All organizations using school facilities shall provide an adult supervisor who shall remain with the group during all activities and be responsible for the group's conformance with applicable rules and regulations.
5. Applicants will generally be required to provide proof of coverage for Commercial General Liability Insurance with limits of \$1,000,000 each occurrence. SPS must be named as an additional insured on any policy. The insurance company must have an A. M. Best rating of A- or better. Coverage shall not be cancelled or reduced without thirty (30) day's written notice to the district.
6. The Applicant/Organization shall protect, hold harmless, indemnify, and defend SPS and SPS officers and employees from any and all liabilities, claims, lawsuits, or rights of action directly or indirectly growing out of the use of the premises covered by the permit. In the event SPS incurs attorney fees and/or costs in the defense of claims or lawsuits under this section, such fees and costs shall be recoverable from the Applicant/Organization.
7. Tables, chairs, desks and other furniture and equipment shall not be moved from one room to another unless specifically mentioned on the permit and by or under the direct supervision of an SPS employee. Extra or unusual services for programs or activities must be identified in the permit application.
8. Any type of advertising material may be distributed only during the times and in the areas specifically designated.
9. The Applicant/Organization shall not practice discrimination of any kind.
10. Boisterous conduct, profane or other improper language will not be tolerated.
11. Alcohol, drugs, and weapons (guns, knives, and other dangerous weapons) are not allowed on SPS property at anytime.
12. Smoking and the use of tobacco products are prohibited on SPS property.
13. All events will be required to meet the occupancy load and fire and safety regulations of SPS, the City of Seattle, and the State of Washington.
14. Games of chance, lotteries 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.
15. Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, and using masking tape on walls and floors, etc.
16. Applicants are required to remove at their expense, decorations, materials, and equipment, furnishings or rubbish left after use of school facilities.
17. All groups shall leave the school facilities in the same order and condition in which they found them.
18. The use of facilities shall be restricted to those spaces and times specifically covered in the use agreement.
19. Administrative offices and individual schools may compile and post in a conspicuous location other supplemental special rules, which are applicable to specific situations and locations.
20. SPS will not be responsible for losses of personal property by individuals or groups when buildings are being used for a permit activity.
21. Per Federal copyright law, all organizations must obtain permission from the copyright holder if the work, program or performance is copyrighted.
22. Permit fees must be mailed to the Building Rental Office in advance, unless other arrangements have been agreed upon and approved by the Building Rental Event Coordinator. All fees for a single use of a facility must be paid at least ten (10) working days before the scheduled use. We only accept checks or money orders. We do NOT accept cash or credit cards.
23. The Applicant/Organization shall notify both the school building and Building Rental Event Coordinator of any cancellation of previously scheduled event at least five (5) working days prior to the scheduled use. Cancellations must be submitted in writing. (see No. 21) In case of failure to do so, SPS may invoice for expenses incurred in preparation for use of the facility requested.
24. Changes to a permit, or requests for additional uses can be accommodated on the same permit through a Change/Cancellation request by email (buildingrental@seattleschools.org) or U.S. mail and must be received by the Building Rental Office no later than **five (5) working days** prior to the date impacted by the revision. A \$10 change fee will be assessed for each change (first one is free).
25. SPS reserves the right to cancel any permit for good cause. In the event of such cancellation, there shall be no claim or right to damage or compensation on account of any loss, damage, or expense whatsoever endured by the Applicant as a result of such cancellation.

I understand and agree to the rules listed above. **Applicant's Signature:** _____

Seattle School District Property Management
INSURANCE REQUIREMENT

Tenant, at its own expense, shall provide and keep in force 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;
- * 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-owner 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; and
- * Products/Completed Operations Liability in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- * If Tenant makes improvements to the Premises, Tenant shall also obtain **Builder's all risk insurance** in the amount of the value of the project.
- * 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.

Signature

Printed Name

Date

FY 2010 -2011 Fees and Rental Rates for Filming Activities

Application Fee (Non-Refundable) 15 working days notice <i>required</i> :	\$50
Late Fee (Less than 15 working days notice)	\$25 per day
Refundable Security Deposit (may be required)	\$250 minimum
Change Fee	\$50 each change

GROUND USE FEES: No Building Access

- 1) Film Production
 - Still Photography & Non-Profit Film Org (proof of status is required) \$25 per hour
 - Commercial \$45 per hour
 - Feature Film, TV Movie \$65 per hour

- 2) Vehicle Parking on Lot or Playground
 (Heavy Vehicles Excluded) \$30 per hour
Parking Fees are in addition to building use fees, if parking lot is used in conjunction with building use.

BUILDING USE FEES: (Hourly Rate)

Type of Facility	For-Profit	Non-Profit/Still Photo
Classroom	\$ 60	\$ 30
Lunchroom**		
Elementary	\$ 100	\$ 50
Secondary	\$ 120	\$ 60
Gymnasium		
Elementary	\$ 90	\$ 45
Secondary/Single	\$ 120	\$ 60
Secondary/Double	\$ 240	\$ 120
Locker Room/Single	\$ 120	\$ 60
Auditorium		
Elementary	\$ 100	\$ 50
Secondary	\$ 160	\$ 80
Little Theater	\$ 90	\$ 45
Library	\$ 80	\$ 40

**Use of lunchroom excludes kitchen

Custodial Charges: (Four Hour minimum on weekends and holidays):

Weekdays (after school hours) and Saturdays	\$42.80/hour
Sundays and Holidays	\$55.50/hour

Heat: Please see **FY 2010-2011 HOLIDAY/VACATION SCHEDULE AND CHARGES** and the **Building Category** for the Startup Charge and the Hourly Rate for heat cost. Rates are dependent on the Building and the Space.

Other Fees: Any other services not stated here are charged at a rate depending on the type of services provided. Walk-through of a closed school building will be charged at \$60 an hour at a minimum of \$60 (A minimum 2 working day notice is required. A late fee of \$25 per day will be charged).

SEATTLE SCHOOL DISTRICT

FY 2010-2011 HOLIDAY/VACATION SCHEDULE AND CHARGES (September 1, 2010-August 31, 2011)

A. 2010-2011 Holiday/Vacation Schedule for Custodial Staff

There is **NO school staffing on these **13** Seattle School District designated holidays for custodial staff:

Labor Day	September 6, 2010
Veteran's Day	November 11, 2010
Thanksgiving Day	November 25, 2010
Day after Thanksgiving	November 26, 2010
Christmas Eve Holiday	December 23, 2010
Christmas Day Holiday	December 24, 2010
Day after Christmas	December 27, 2010
New Year's Eve Holiday	December 30, 2010
New Year's Day Holiday	December 31, 2010
Martin Luther King Jr. Day	January 17, 2011
President's Day	February 21, 2011
Memorial Day	May 30, 2011
Independence Day	July 4, 2011

** 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 20, 2010– December 31, 2010	Winter Break (no staffing on 12/23, 24, 27, 12/30, &12/31/2010)
February 22, 2011 – February 25, 2011	Mid-Winter Break
April 18, 2011 – April 22, 2011	Spring Break
June 22, 2011 – August 31, 2011	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)	\$42.80 per hour
Saturdays (four hours minimum)	\$42.80 per hour
Sundays and holidays (four hours minimum)	\$55.50 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)	\$136.25	\$85.60	\$38.00	\$25.25
Plus: 1 to 5 Classroom(s)/hour	\$17.65	\$9.55	\$4.80	\$4.05
Gym/hour	\$17.65	\$9.55	\$4.80	\$4.05
Cafeteria/hour	\$17.65	\$9.55	\$4.80	\$4.05
Auditorium/hour	\$17.65	\$9.55	\$4.80	\$4.05

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

BUILDING CATEGORY AND HEAT COST

SCHOOL	START UP COST	COST PER HOUR	BUILDING GROUP TYPE
ADAMS	\$25.25	\$4.05	D
AKI KUROSE	\$25.25	\$4.05	D
ALKI	\$38.00	\$4.80	C
ARBOR HEIGHTS	\$38.00	\$4.80	C
AS #1 @ PINEHURST	\$25.25	\$4.05	D
B.F. DAY	\$25.25	\$4.05	D
BAGLEY	\$38.00	\$4.80	C
BALLARD	\$38.00	\$4.80	C
BEACON HILL	\$38.00	\$4.80	C
BLAINE	\$85.60	\$9.55	B
BOREN	\$136.25	\$17.65	A
BRVW THOMPSON	\$85.60	\$9.55	B
BRYANT	\$38.00	\$4.80	C
CLEVELAND	\$38.00	\$4.80	C
COE	\$25.25	\$4.05	D
COLUMBIA	\$38.00	\$4.80	C
CONCORD	\$25.25	\$4.05	D
DEARBORN PARK	\$25.25	\$4.05	D
DECATUR	\$25.25	\$4.05	D
DENNY	\$136.25	\$17.65	A
DUNLAP	\$25.25	\$4.05	D
ECKSTEIN	\$136.25	\$17.65	A
EMERSON	\$25.25	\$4.05	D
FRANKLIN	\$38.00	\$4.80	C
GARFIELD	\$136.25	\$17.65	A
GATEWOOD	\$25.25	\$4.05	D
GATZERT	\$25.25	\$4.05	D
GENESEE HILL	\$25.25	\$4.05	D
GRAHAM HILL	\$25.25	\$4.05	D
GREEN LAKE	\$38.00	\$4.80	C
GREENWOOD	\$25.25	\$4.05	D
HALE	\$136.25	\$17.65	A
HAMILTON			
HAWTHORNE	\$25.25	\$4.05	D
HAY	\$25.25	\$4.05	D
HIGHLAND PARK	\$25.25	\$4.05	D
HUGHES	\$38.00	\$4.80	C
INGRAHAM	\$136.25	\$17.65	A
JANE ADDAMS	\$136.25	\$17.65	A
JOHN STANFORD CENTER	\$25.25	\$4.05	D
JOHN STANFORD INT'L @ LATONA	\$25.25	\$4.05	D
KIMBALL	\$25.25	\$4.05	D
LAFAYETTE	\$38.00	\$4.80	C
LATONA	\$25.25	\$4.05	D
LAURELHURST	\$38.00	\$4.80	C
LAWTON	\$25.25	\$4.05	D
LESCHI	\$25.25	\$4.05	D
LINCOLN	\$136.25	\$17.65	A
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LOWELL	\$38.00	\$4.80	C
LOYAL HEIGHTS	\$38.00	\$4.80	C
MADISON	\$85.60	\$9.55	B
MADRONA	\$25.25	\$4.05	D
MARTIN LUTHER KING JR	\$38.00	\$4.80	C
MANN BLDG	\$38.00	\$4.80	C
MAPLE	\$25.25	\$4.05	D
J. MARSHALL	\$85.60	\$9.55	B
T. MARSHALL (COLEMAN)	\$38.00	\$4.80	C
MCCLURE	\$85.60	\$9.55	B
McDONALD/QUEEN ANNE @ LINCOLN	\$136.25	\$17.65	A
MCGILVRA	\$38.00	\$4.80	C
MEANY	\$85.60	\$9.55	B
MERCER	\$85.60	\$9.55	B
MONROE BLDG (SALMON BAY)	\$85.60	\$9.55	B
MONTLAKE	\$25.25	\$4.05	D
MUIR	\$25.25	\$4.05	D
NORTH BEACH	\$25.25	\$4.05	D
NORTHGATE	\$38.00	\$4.80	C
NOVA @ MEANY	\$85.60	\$9.55	B
OLYMPIC HILLS	\$38.00	\$4.80	C
OLYMPIC VIEW	\$25.25	\$4.05	D
ORCA @ WHITWORTH	\$38.00	\$4.80	C
PATHFINDER @ COOPER	\$25.25	\$4.05	D
PINEHURST (AS #1)	\$25.25	\$4.05	D
RAINIER BEACH	\$136.25	\$17.65	A
ROGERS	\$25.25	\$4.05	D
ROOSEVELT	\$38.00	\$4.80	C
ROXHILL	\$25.25	\$4.05	D
SACAJAWEA	\$25.25	\$4.05	D
SALMON BAY @ MONROE	\$85.60	\$9.55	B
SAND POINT			
SANISLO	\$25.25	\$4.05	D
SCHMITZ PARK	\$25.25	\$4.05	D
SEALTH	\$85.60	\$9.55	B
SECONDARY BOC @ MEANY	\$85.60	\$9.55	B
SEWARD	\$25.25	\$4.05	D
SOUTH SHORE	\$38.00	\$4.80	C
SOUTHLAKE	\$38.00	\$4.80	C
STEVENS	\$25.25	\$4.05	D
T.T. MINOR	\$38.00	\$4.80	C
TOPS @ SEWARD	\$25.25	\$4.05	D
VAN ASSELT @ AAA	\$38.00	\$4.80	C
VIEWRIDGE	\$38.00	\$4.80	C
WASHINGTON	\$85.60	\$9.55	B
WEDGWOOD	\$38.00	\$4.80	C
WEST SEATTLE ELEMENTARY	\$25.25	\$4.05	D
WEST SEATTLE	\$38.00	\$4.80	C
WEST WOODLAND	\$38.00	\$4.80	C
WHITMAN	\$85.60	\$9.55	B
WHITTIER	\$25.25	\$4.05	D
WILSON-PACIFIC	\$136.25	\$17.65	A
WING LUKE	\$25.25	\$4.05	D