



## Building Rental – Request for Rental Fee Waiver

Required for all rental fee waivers in the “Support of Youth Education” category, as described in Use of School Facilities policy 4260 and procedure 4260SP. Waiver applies for rental fees only, all other fees requested or required will be invoiced. (Utilities, Custodial, Security, etc...) This form does not waive rental fees for Adult use of SPS facilities.

**Requestors:** Please complete all questions and submit this form to the school principal for signature. The FS Direct Schedule ID No. is obtained after you have submitted an online schedule to use the facility. The form is incomplete without this number. Form may be submitted to Building Rentals Office MS 23-311 by the Requestor or Principal.

Requestors/Vendors/Sponsored Organizations must set up a profile in SchoolDude, and submit their insurance showing Seattle Public Schools as the additional insured when submitting their online schedule requesting use of a facility.

This form must be received by Building Rentals within 30 days of submitting the online schedule or within 60 days of receiving an invoice. It will be processed as a change request.

**Principals:** Forms to be received by the Building Rental Office (MS 23-11) **prior to the event** to qualify for a rent waiver. Only completed forms will be processed.

If this is a school activity, this form does not have to be filled out. School activities are those that are directed by District employees and for which those employees receive wages.

---

Name of individual requestor (FS Direct Organization Account Name):

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsoring organization in FS Direct: \_\_\_\_\_

School Name: \_\_\_\_\_ Location of event: \_\_\_\_\_

**For a single reservation or single service provider:**

Name of service provider/vendor: \_\_\_\_\_

(If different from sponsoring organization; if same, write “n/a”)

FS Direct Schedule ID number(s): \_\_\_\_\_

Date(s) of event(s): \_\_\_\_\_

Anticipated headcount: \_\_\_\_\_

Please describe the event: \_\_\_\_\_

\_\_\_\_\_

**For a coordinated program**

*If multiple FS Schedule ID No.'s are submitted on this form, an attached list must include the following information in the same order listed on page 1 of this form.*

*Name of Service Provider or Vendor/FS Schedule Id No./Date(s) of event(s)/ Anticipated headcount/Describe the event/Attach the insurance certificate for the service provider/vendor*

***Important: All service providers must have an account in FS Direct with the service provider's current insurance information.***

For all events and activities covered by this request - please circle yes or no:

- Yes/No- Does staffing meet the District's ethics policy?
- Yes/No- Does the activity support youth education?
- Yes/No- Is the event or its registration open on a first-come, first-served basis?
- Yes/No- Does the activity meet the criteria for appropriate use of school district space, as described in procedure 4260SP?
- Yes/No- Is the service provider's insurance certificate naming Seattle Public Schools as the additional insured attached or current in SchoolDude?

Please describe the request and justification for a rental fee waiver:

**SIGNATURES:**

By signing below we are in agreement that the event meets criteria established in School Board Policy 4260 and Superintendent Procedure 4260SP. We understand that all building rental fees will be waived but we will be required to pay all other fees required.

---

Requestor / Sponsor representative (same as above). . . . . Date

---

Principal or Representative... .. .Printed name . . . . .Date

*Please Note: The Rent Waiver Form should not be used to separate events after submitting a schedule online. If a schedule has more than one date, all of the Event Dates should be for the Event Title/Event Description listed on the Schedule ID in SchoolDude.*

*Please complete all requested information on the Rent Waiver Form prior to submitting the form. Incomplete forms are not processed. Due to the volume of Requests received, the Requestor may not be contacted that the form is incomplete.*