

Please Note: Submission of the rental fee waiver is the sole responsibility of the Requestor/Vendor. Waivers submitted on behalf of the vendor by a 3<sup>rd</sup> Party will be rejected (third party – schools, PTA/PTO, child cares).



## School Year 2025-2026

### Building Rental – Request for Rental Fee Waiver for Youth Focused Community Groups

*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. This form does not waive rental fees for Adult use of SPS facilities. Waiver applies for rental fees only. All other fees requested or required will be invoiced. (Utilities, Custodial, Security, etc.)*

**Requestors:** Please complete all information and submit this form to the school principal for signature. Only completed forms are processed. Incomplete forms will not be processed, and the on-line Request will be invoiced as paid use.

**This completed form is attached to the Master Library profile after it is signed by the building principal.**

Attach to your group in Master Library as a, “Additional Group File”, and then email [buildingrental@seattleschools.org](mailto:buildingrental@seattleschools.org) to notify of this completed step. Please keep a copy of the form until the invoice has been paid in full.

Requestors/Vendors/Sponsored Organizations must set up a profile in Master Library (ML) and attach their insurance to the, “Insurance”, field showing Seattle Public Schools as the additional insured **before submitting this request form.**

This form must be submitted at the time of the initial request in Master Library.

**Principals:** Please sign this form and return to the Requestor. The Requestor will attach this form to their ML profile.

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Name of group as listed in Master Library:

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

Location of event (school name): \_\_\_\_\_

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

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

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

**For all events and activities covered by this Request Form - 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 Master Library?

Please describe how the event meets youth enrichment requirements of Superintendent Procedure and justification for a rental fee waiver:

SIGNATURES: By signing below, we agree 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 Signature

Printed Name

Date