

Camas School District Facility and Rental Use Agreement



Return to:
 debbie.mcenry@camas.wednet.edu

*Agreements and/or changes must reach office 2 weeks in advance.

For Office Use:			
Date Received: _____	Fees Charged to Group:		
DynaCal Entry: _____	Item	Hours	Hourly Fee Total
Date Invoiced: _____	Facility: _____		
	Monitor:		<u>\$20.00</u>
	Custodian:		<u>\$36.50</u>
	Tech:		<u>\$20.00</u>
	Other:		_____
	TOTAL DUE:		

Organization: _____ Phone: _____ Phone: _____

Type of Activity: _____

Bldg Requested: _____ Area Requested: _____

Day(s) of the week: _____ Date(s): _____

Event Time: _____ to _____ Set-up Time: _____ to _____ Approx. # in attendance: _____

Will admission fees be charged? No Yes Describe: _____

Is food or beverage being served? No Yes Describe: _____

Use of any Camas School District kitchen areas requires Camas School District kitchen staff to be present.

Equipment requested (chairs, tables, etc.): _____

Heat and/or Lights needed? No Yes

Name of organizer's supervisor in attendance: _____

Address: _____ City/State: _____

Email Address: _____ Phone: _____ Phone: _____

Camas School District Staff Monitor (if required): _____

Contract Agreement

1. I (We) have read the rules relating to the use of the school facilities and agree to abide by same.
2. I (We) understand that if, for any reason, a school function is scheduled or re-scheduled to conflict with the requested usage date, the school use shall have precedence.
3. All Board of Education regulations will be observed, including compliance with all State, City and County laws and ordinances.
4. The above organization assumes full responsibility for the condition of those portions of the building during the time of use.
5. I (We) agree to defend, indemnify and hold harmless the Camas School District, its school board, administrators, employees, volunteers, and agents from any and all claims, injuries, damages, causes of action, losses, costs (including attorneys fees & costs), suits or judgments due to bodily injuries, personal injuries, and/or property damage arising directing or indirectly out of the use of the district's facilities for the activity noted above.
6. I (We) will provide the Camas School District with proof of insurance covering this event, at our own expense, prior to the event. The policy of liability insurance covering said premises in the amount of at least \$300,000.00 for damages to persons, and \$50,000.00 for damages to property, and appropriate plate glass insurance, must be received by the central business office prior to the event.
7. Any advertising must state the following: "The Camas School District does not sponsor or endorse this event."
8. Use of alcohol, drugs or tobacco of any kind is prohibited on all school district property.

*Additional costs could be charged for additional services required following the event.

Signature of Representative: _____

Send invoice to: _____

Address: _____ City/State/Zip: _____

Date: _____ Phone: _____ Phone: _____

 Facility Coordinator Signature

 Date

 Athletic Director Signature

 Date