

REDMOND HIGH SCHOOL

17272 NE 104th St. Redmond, WA 98052

425-936-1800

THE FOLLOWING ARE THE REQUIREMENTS AND CONDITIONS FOR FACILITY USE ALONG WITH THOSE LISTED ON THE APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES.

- Weekday facility use hours end at 9:30 pm.
Weekend facility use hours depend on availability of the custodians.
If no custodians are available, the event may be canceled or rescheduled.
- Prepayment of user fees is required before the facility application can be approved.
- Liability Insurance. Groups using school district facilities are required to provide, at their own expense, a comprehensive general liability insurance policy. A copy of the insurance certificates must be turned in with the facility application. For further insurance information, please see the reverse side.
- Proof of Non-Profit Status must also be turned in with the application.
- Completed application must be submitted at least 20 days prior to the first day of use.
- All school district properties, including the fields, parking lots, tennis courts, etc. are NON-SMOKING AND ALCOHOL FREE. User will inform participants and enforce this rule.
- User will enforce No Food or Beverages in the Gyms, Classrooms and Library areas.
- Equipment replacement/repair and damage to the facility is the responsible of the user. In the Gym areas, only gym appropriate equipment will be allowed.
- School related activities and Redmond non-profit youth and community sponsored groups will have first priority.
- Redmond High School reserves the right to cancel facility use; however, an effort will be made to contact the user in a timely manner.
- User agrees to supervise and be responsible for participants and spectators.
- Depending on number or size of the group, one additional hour of custodial time may be charged for supplies/materials/cleaning. Additional custodians may also be required by the district for large groups.
- User is responsible for clean up after their event and returning chairs/desks to proper configuration. Please make sure doors and windows are closed, not blocked open, to keep animals from entering the building.
- POSSIBLE CHARGES:
1.Rental fees 2. Energy fees 3. Custodial Fees 4. Kitchen Fees

Please date and sign this agreement and return with application.

Signature: _____ Date: _____

Insurance Requirements for use of LWSD facilities

Groups using school district facilities are required to provide, at their own expense, a comprehensive general liability insurance policy. This policy shall be primary and written with limits of \$1,000,000 Combined single limit per occurrence. The policy must name Lake Washington School District NO. #414, the school board, district employees, and volunteers as additional insured. In the event of property damage arising from the use of the facility, the applicant will be held responsible for all expenses incurred by the district. Individuals may be required to sign and indemnification form.

What this means is that in order to use the LWSD facilities, you must submit 2 separate insurance documentations.

1. Certificate of Insurance that includes on it the following information for the additional insured:

Lake Washington School District No. #414
16250 NE 74th St.
Redmond, WA 98052

2. Additional Insured Endorsement:

This form must also list the Lake Washington School District and contain the following statement on the document.

“The Lake Washington School District, It’s Board, Officers, Employee’s and Volunteers are included as additional insured.”

The LWSD Risk Management Office will not process facility requests with these two pieces of correctly documented forms.

If you have any questions about the insurance requirements or Building Use reservations, please contact me directly or the LWSD Risk Management Office.

Thank you,

Chelsea Doyle
Building Use Coordinator
chedoyle@lwsd.org
425.936.1809

Nicole Showalter
Gym Use Coordinator
nshowalter@lwsd.org
425.936.1867