

**AGREEMENT FOR USE OF FACILITIES
VASHON COMMONS**

Date: ____ / ____ / ____

Person making application: _____ Phone _____

Organization: _____

Mailing Address _____ City/State _____ Zip _____

Email: _____ Fax: _____

Circle Facility requested: Vashon High School - McMurray Middle - Chautauqua Elementary
Area of use: Meeting Room, Theatre, Multipurpose Room, Gym or Fields

Activity _____ Additional Equipment requested _____

DATE & TIME (NOTE: YOUR TIMES MUST INCLUDE SET-UP & CLEAN-UP)

Day/Date (s) _____ From _____ AM/PM to _____ AM/PM _____

Day/Date (s) _____ From _____ AM/PM to _____ AM/PM _____

Day/Date (s) _____ From _____ AM/PM to _____ AM/PM _____

* attach additional sheet if necessary

PLEASE NOTE: There is a FIVE MINUTE window **before and after your start/end time** in which the access person will arrive to unlock and lock the facility. It is important to be on time! Call the access person if you are leaving early or are late.

Access Person: _____ Phone: _____

Adult supervision of all activities is required. (Ratio: 1 – 10 adult/youth). Please designate and instruct supervisors so they know they are “on duty”?

The User is required **take any garbage they’ve generated and leave** the space in “classroom ready” condition for the next community or school group. Additional fees will be charged if additional clean up is necessary.

Signature of Responsible Adult: _____ Phone _____

Print: _____

See VASHON COMMONS FEE SCHEDULE for rental rates on all Vashon Commons Facilities.

Requested use: #Days: _____ X #Hours: _____ X \$Rate: _____ = \$ _____

Equipment/set up/cleaning fees/ damage deposit: _____ \$ _____

Additional Charges if applicable: _____ \$ _____

_____ \$ _____

_____ \$ _____

Total payable to: Vashon Park District: _____

YOU MUST COMPLETE AND SIGN THE BACK OF THIS FORM

Vashon Park District P.O. Box 1553 Vashon, WA 98070 Office:206-463-9602 Fax:206-463-9614

AGREEMENT: The undersigned hereby makes application to the Vashon Park District for the use of Vashon Commons facilities, as indicated on the reverse of this form, and certifies that the information given in the application is correct. The undersigned states that he/she has the authority to make such application and agrees that the applicant and/or organization for which application is made will observe all rules and regulations of the School District's Board of Directors, administration, and the Principal/Supervisor of the facilities requested, as well as the Vashon Park District. The applicant or organization acknowledges that the rules and regulations include but are not limited to those provided with this agreement. Facilities MUST be left in a clean a ready condition in.

FEES/APPLICATION: Applicant/Organization acknowledges that charges, as outlined on the front of this form, are payable as agreed, upon application. Where specified, a damage deposit may be required.

In the event of cancellation – Fees will be refunded only if notification is received by VPD 48 hours in advance. With less than 48 hours notice, \$10 or 10% of rental fee, whichever is more, is due.

HOLD HARMLESS: *In consideration of the Vashon Island School and Vashon Park District's permission to use school facilities for non-school activities, the applicant/organization assumes all risks normally associated with the activity. The applicant/organization agrees to hold the Vashon Island School and Vashon Park District, their employees, agents, representatives, and volunteers harmless from any and all liability, actions, and causes of action, debts, claims or demands of any kind and nature whatsoever, which may result from such risks. The terms hereof shall serve as a release and assumption of risk by all parties engaged in the sponsorship and in the participation in the activity, as certified by the undersigned. It is the applicant's responsibility to make sure each member using the facility is aware of the Hold Harmless Agreement.*

Approval of application is revocable and shall not be considered a lease.

Signature of applicant: _____ **Date:** _____

(Print name clearly): _____

VPD Approval Date _____ Authorized by _____