



P.O. Box 575, Eastsound, WA, 98245

# Facility Use Request

The Orcas Island Park and Recreation District (OIPRD) owns/oversees facilities at Buck Park and Orcas Island School District. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district's interests, or due to the level of previously scheduled use. I understand completion of this application does not guarantee reservation of the facility. Once reviewed, the Director may request additional information. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex or national origin.

NAME OF ORGANIZATION \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ NUMBER OF PARTICIPANTS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PURPOSE OF ACTIVITY / USE \_\_\_\_\_

FACILITY SPACE REQUESTED \_\_\_\_\_

DATE (S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_ number of uses M-T-W-Th-F-Sat-Sun \_\_\_\_\_  
(circle day of week) (begin date) (end date) (begin time) (end time)

## SCOPE OF EVENT:

ACCESS TO SPORTS EQUIPMENT? YES OR NO If yes, explain: \_\_\_\_\_

ACCESS TO RESTROOM FACILITIES? YES OR NO If yes, explain: \_\_\_\_\_

ACCESS TO POTABLE WATER? YES OR NO If yes, explain: \_\_\_\_\_

ACCESS TO ELECTRICITY? YES OR NO If yes, explain: \_\_\_\_\_

ACCESS TO TRASH RECIPTICAL (32 GAL EA.) YES OR NO If yes, how many? \_\_\_\_\_

OTHER REQUESTS: \_\_\_\_\_

The applicant agrees that the District and its agents or employees will not be liable for any damage to persons or property by reason of negligent acts of the Applicant, its agents, employees, invitees or subcontractors. The Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the District and its officers, employees, director and agents from claims, liabilities or suits, arising out of injury to person or property from negligent acts of Applicant, directly or indirectly attributable to the user's activities and / or use of premises except for sole negligence of the District.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions as established. I UNDERSTAND CHARGES WILL BE BASED ON THE SCOPE OF EVENT AS CALCULATED BY THE DIRECTOR.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PHONE  
360-376-7275

EMAIL  
oiprd@oiprd.org

WEB  
www.oiprd.org

## RULES AND REGULATIONS FOR USE OF FACILITIES

- a. Each applicant / organization is responsible for the safety and conduct of the participants and spectators.
  - b. All non-profit youth sport groups must verify that all their coaches, athletes and parent/guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.
  - c. The Applicants must provide satisfactory sponsorship and adequate supervision.
  - d. All events will be required to meet the occupancy load and fire and safety regulations of San Juan County.
  - e. Possession or use of alcohol, tobacco or illegal drugs on school property as defined by law.
  - f. Profane language or other objectionable conduct may result in being banned from school property.
  - g. Firearms of other dangerous weapons are prohibited on school property as defined by law.
  - h. Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law or with proper legal permits or clearances.
  - i. Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
  - j. Alterations to the fields/facilities are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using marking tape on walls or floors, etc.
  - k. School District owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the District has been granted. Groups or individuals cannot use District-owned expendable supplies.
  - l. Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following your use.
  - m. Appropriate shoes are required for all activities on uncovered gym floors.
  - n. Indoor facility use is not permitted / scheduled during school breaks and holidays or emergencies.
  - o. School-sponsored groups / events have scheduling priority over non-school-sponsored groups / events.
  - p. Authorization for use of school facilities shall not be considered as an endorsement or approval of the activity, group or organization, nor for the purpose it represents.
  - q. If the use / rental of facilities is required during a time when no regularly scheduled custodian or authorized staff member is on duty, the group using the facility will be responsible for the expense of having a district employee present during the time of the use / rental.
  - r. Noncompliance with these rules will result in immediate removal from School District property, forfeiture of any prepaid contracted amount, loss of use privilege and referral to law enforcement authorities if necessary.
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### CATEGORIES OF USE:

- ☐ CATEGORY 1: Local, OIPRD sponsored non-profit groups
- ☐ CATEGORY 2: Local, non-OIPRD sponsored non-profit and governmental agencies
- ☐ CATEGORY 3: Commercial enterprises including for-profit organizations and businesses

RENTAL FEE: ☐ Waived ☐ Invoiced ☐ Paid-in-Full

Scheduled in OIPRD and/or School District Facility Calendar [ ☐ ]

Approved ☐ Denied ☐

Signature of OIPRD Director \_\_\_\_\_

Date Completed \_\_\_\_\_