

## Facility Use Forms Instructions

### Forms:

- In-District Facility Use form: submitted by district employee to use district facility for district-related purposes i.e. band concert, drama event, group meeting
- Facility Use Agreement-Public: submitted by patron (employee or not) to request use of district facility for non-district related use, i.e. AAU basketball, parent group using the concession stand
  - **Please note Regulation #15:** 'Users/Groups must provide the district a current Certificate of Liability Insurance naming Highland School District #203, PO Box 38, Cowiche, WA 98923 as "Certificate Holder". A minimum of \$1,000,000.00 of coverage is required.
- Waiver-Hold Harmless: submit with all facility use requests
- Lystedt Law Concussion Education: submit with any sports related facility use request
- Facility Cleanup Check Off List: sign and submit with any facility use NOT using concession stand. Keep a copy for reference
- Concession Cleanup Check List: sign and submit with facility use using the concession stand. Keep a copy for reference.
- Library Facility: Any user requesting use of the HHS/HJH library must complete and submit this form.

Please complete and submit to the district office the appropriate forms for the facility and event.

Staff please note: After printing your copy to sign and submit, please do not 'Save' the In-District Form-Fillable.

Contact Julie in the District Office with questions.