

FACILITY RENTAL GENERAL GUIDELINES

AGREEMENT: A Facility Use Agreement must be signed by an authorized representative of the requesting group, 21 years or older. This agreement must be completed prior to the scheduled event.

CANCELLATION: The facility user group shall notify CDHY of any cancellation at least two (2) weeks prior to scheduled event date for a full refund.

SUPERVISION: The facility user group must provide adult supervision. A competent ADULT leader 21 years or older must accompany each group at every session. Under no circumstances will a group be admitted into a facility before the ADULT leader arrives. The ADULT leader shall check in and out with the designated WSD/CDHY school district representative and shall be the last person to leave following each session.

PERSONNEL: A designated WSD/CDHY school district representative must be on duty at all times while the building is in use.

EQUIPMENT USE: Specific arrangements and schedules for equipment, personnel, and supplies shall be made with the Building Rental Specialist in advance of the scheduled event. Extra custodial, police, or security personnel, at the facility user group's expense, may be required depending on the ages, size, and activity of the group.

COST: Rental charges shall be made on the basis of the established rental rate, computed personnel cost, equipment use, and/or supplies used.

CONDUCT: CDHY staff, facilities, and property must be respected at all times. Orderly conduct is required and members of the facility user group shall confine themselves and their activities to the areas specified in the Facility Use Agreement. Unauthorized use constitutes trespassing.

SUBSTANCES: The sale, use, or possession of alcohol, cannabis or illegal drugs on CDHY property is prohibited, as is the use of any type of tobacco products. Violation of this provision by members of the facility user group is grounds for immediate termination of the Facility Use Agreement.

DAMAGES: The facility user group shall be responsible for the cost of repair and/or replacement of any equipment that is lost, stolen, or damaged beyond the normal wear and tear.

INDEMNIFICATION: The facility user group agrees to protect, indemnify, and hold harmless CDHY, its employees, directors, agents, or other assigns, from all claims, suits, and actions of any nature for or on account of injury, damage, or loss to persons or property arising from the rental and use of CDHY facilities.

INSURANCE: The facility user group must carry liability insurance at its own expense covering CDHY premises in the amount of \$1,000,000 general liability. Policies or certificates including the coverage, naming CDHY as additionally insured, shall be submitted prior to scheduled use.

SCHOOL CLOSURE: For school closure information, contact the CDHY at (360) 696-6525. In the event of emergencies or inclement weather, CDHY facilities will be completely closed to community user groups with no exceptions.