

**PROSSER PARKS & RECREATION**

1109 Meade Ave.  
Prosser, WA 99350

**PROSSER SCHOOL DISTRICT NO. 116**

823 Park Avenue  
Prosser, WA 99350

**FACILITIES RENTAL FORM**

GROUP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

PHS: \_\_\_\_\_ HMS: \_\_\_\_\_ Riverview: \_\_\_\_\_ Heights: \_\_\_\_\_ Whitstran: \_\_\_\_\_ Stadium: \_\_\_\_\_

Specific Room \_\_\_\_\_

Date/Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

**The following equipment will be needed:**

Overhead Projector \_\_\_\_\_ # Tables: \_\_\_\_\_ # Chairs: \_\_\_\_\_ VCR/TV: \_\_\_\_\_ Bleachers \_\_\_\_\_

Other: \_\_\_\_\_

Rental Fee: (\$ \_\_\_\_\_ per hour) Custodial Fee: (\$ \_\_\_\_\_ per hour)

Doors unlocked at \_\_\_\_\_ Custodian to stand by during activity

Lock up at \_\_\_\_\_ No charge/Custodian on Duty

Other: \_\_\_\_\_

**GENERAL REGULATIONS**

(Please read carefully)

1. A custodian must be hired for any group using a building during non-custodial hours. Minimum charge is two hours for the custodian.
2. Rental fees and custodial fees will be paid to Prosser School District, 823 Park Avenue, Prosser, WA 99350.
3. A responsible adult is to be in charge of the activity during the use of the facilities.
4. The activity is to be confined to the area of facility granted for use.
5. State law prohibits smoking in school facilities.
6. No alcoholic beverages are allowed in school facilities or on school grounds.
7. Proper shoes to be used at all times. If athletic function in gym, either tennis or basketball shoes.
8. Groups using facilities to arrange for all portable equipment needed for their activity.
9. All keys will be in the hands of authorized personnel only.
10. Outside groups using the facilities will pay for damage or unnecessary wear of facility or equipment.
11. The renter of school facilities understands and agrees that this agreement is for only those areas specified herein; the renter agrees to monitor the facility in order to prevent improper use of hallways, classrooms, gym, restrooms, etc.

**RELEASE AND HOLD HARMLESS AGREEMENT**

The Renter has inspected the rented premises, finds them to be suitable for the rental purposes, accepts full responsibility for the condition of said premises during his/her utilization thereof and assumes all risks connected with his/her utilization thereof whether foreseen or unforeseen. The Renter releases Prosser School District from all claims of, or causes of action for, any negligence, harm, injury or damage of any nature whatsoever to himself/herself in any manner whatsoever arising out of his/her utilization of the rented premises. The Renter further agrees to defend and hold the Prosser School District harmless from all claims of, or causes of action for, any negligence, harm, injury or damage of any nature whatsoever to any other person in any manner whatsoever arising out of his/her utilization of the rented premises.

Comments: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Approved by Administration Office \_\_\_\_\_

Date: \_\_\_\_\_

Billing Date/Amount: \_\_\_\_\_

A/R#: \_\_\_\_\_