

# SUNNYSIDE SCHOOL DISTRICT FACILITY RENTAL

Community groups requesting use of facilities must :

- A. Contact the facilities department for forms to be filled out "509-836-8740"
  1. Facility use agreement form
  2. Proof of current Certificate of Insurance naming the Sunnyside School District the certificate holder "1110 S. 6<sup>th</sup> ST. Sunnyside WA. 98944". The certificate must also name the renter as additional insured.
  3. Team rosters forms "To determine percent of Sunnyside Students"
  4. Concussion form if needed
  5. 501C if non profit.
- B. When the rental forms have been filled out then a Usage Agreement Form will be issued to the renter for the use of the facility. These forms need to be filled out a minimum of 5 days before the facility use date.
- C. Invoicing will be generated after the event is complete. Payment is due 30 days after the invoice date. Rental requests will be denied if there is an outstanding balance. Sunnyside School District #201 reserves the right to require payment in advance at District's discretion.
- D. For a schedule change or cancellation a written or E-mail request must be made to the facilities Departments Coordinator at least 3 days prior to use in order to reschedule or avoid rental fee.  
[Jeremy.hazzard@sunnysideschools.org](mailto:Jeremy.hazzard@sunnysideschools.org)
- E. Any rental due to change with a change of school event.

## FACILITY USER CLASSIFICATIONS

Class A- School sponsored activities, approved ASB Booster Clubs, in district youth groups AAU, Club Volleyball, Wrestling, etc.

Class B- Non profit charging admittance fee, musical, community concerts, Youth with less than 50% Sunnyside Students per team.

Class C- Out of District Groups, Adult programs

Class D- Profit making organization

## NON RENTAL DAYS

Superintendent may approve non rental days

New Years Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day

**Senior High / Middle & Elementary Schools  
School facility fee schedule**

	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
Auditorium	N/C	\$14.00 Per HR	\$28.00 Per HR	\$56.00 Per HR
Gymnasium	N/C	\$7.00 Per HR	\$14.00 Per HR	\$28.00 Per HR
Cafeteria	N/C	\$7.00 Per HR	\$14.00 Per HR	\$28.00 Per HR
Gym + Caf.	N/C	\$14.00 Per HR	\$28.00 Per HR	\$56.00 Per HR
Wrestling	N/C	\$7.00 Per HR	\$14.00 Per HR	\$28.00 Per HR
" A \$10.00 per mat cleaning fee will be accessed during district off season"				
Library	N/C	\$7.00 Per HR	\$14.00 Per HR	\$28.00 Per HR
Classroom	N/C	\$7.00 Per HR	\$14.00 Per HR	\$28.00 Per HR
Kitchen	N/C	\$7.00 Per HR	\$14.00 Per HR	\$28.00 Per HR
"Cook required with use of Kitchen" Cooks wages @ overtime rate				
Board Room	N/C	\$7.00 Per HR	\$14.00 Per HR	\$28.00 Per HR
Varsity Football / Soccer Field		Dependent on field condition youth only		
Sports Fields	N/C	\$7.00 Per HR	\$14.00 Per HR	\$28.00 Per HR

Permit Fee \$3.00

Custodial Fee \$29.00 per hour 2 hour minimum

Technician Fee \$29.00 per hour 2 hour minimum

Custodial fees will be required for all non school day events. They will also be required for events during or after school on school days when the event requires additional clean up "basketball tournaments, dances, ETC."

Technician fees will be required anytime the audio visual equipment is used in the auditorium.

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