

Elma School District Calendar and Communication Form

Section 1: Calendar Event Type (In-house, Out of House/ Impact Event)

IN HOUSE: This Event is between 8:00 am - 3:00 pm M-F, in the respective building, and requires NO ADDITIONAL SUPPORT (tech, custodial, kitchen, etc.).	Complete Section 2 and Section 5 only, Submit to Building Secretary
COORDINATED: This "Event" requires ADDITIONAL SUPPORT (see above). Times and days do not matter.	Complete ALL SECTIONS (2-7), Submit to DISTRICT OFFICE

Section 2: Contact Information

Group Name:	Contact Name:
Event Title:	Event Date(s):
Event Description:	
Recreation Youth Sports Only SCA Training Initials _____ Concussion Training Certificate Initials _____	

Section 3: Additional Contact and Event Information

Phone:	Email:		
Mailing Address:			
Back-up Contact: (Name/Phone)	Is this a reoccurring event? Y N, M T W Th F Sat Sun		
Start Time:	End Time:	Set-Up Time:	Breakdown Time:
Number Attending: _____	Admission Fee: Y N	Food Service: Y N	Non Profit: Y N
***Is this for a youth sport season? Y N # _____ of Players, # _____ of ESD students			

Section 4: Facilities and Services Requested

Facility/ Space Requested (Check all that apply)	Equipment/ Services Needed
<input type="checkbox"/> District Office Boardroom <input type="checkbox"/> Multi-Purpose (EES, EMS) <input type="checkbox"/> Commons (EHS) <input type="checkbox"/> EMS Gym- Blue or Wood <input type="checkbox"/> EHS Gym or Wrestling Room <input type="checkbox"/> Library (EES, EMS, EHS) <input type="checkbox"/> Kitchen (EHS) <input type="checkbox"/> Faculty Room (EHS) <input type="checkbox"/> Classroom (s) # _____	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Outdoor Areas <input type="checkbox"/> Baseball Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Davis Field <input type="checkbox"/> Soccer Field- EES <input type="checkbox"/> Track <input type="checkbox"/> Other: _____ </div> <div style="width: 45%;"> <input type="checkbox"/> Custodial Staff <input type="checkbox"/> Food Service <input type="checkbox"/> Tech Staff <input type="checkbox"/> Chairs <input type="checkbox"/> Tables <input type="checkbox"/> Risers <input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Sound System <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Other: _____ </div> </div>
Notes:	Set-Up Instructions/ Details:

Section 5: Communication/ Publicity

Do you want this event "shared"? Y N	District/ Community <input type="checkbox"/> Website <input type="checkbox"/> Social media <input type="checkbox"/> Eagle Events	Building Level <input type="checkbox"/> Weekly Updates/Folders <input type="checkbox"/> Announcements	Details to promote: (Please attach any flyers or promotional materials available.)
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Section 6: Signatures and Approval

The undersigned hereby makes application to ESD for the use of school facilities described above and certifies the information provided in the application is correct. The undersigned further states they have the authority to make the application on behalf of the applicant and agrees that the applicant will observe all rules, regulations, terms and conditions; deviations shall be considered a breach of contract and may result in denial of future use of school facilities. If event is planned for a long period, the facility requested will be reviewed monthly in order to possibly accommodate other requests. You will be contacted if any changes are necessary. I have read and understand, and agree to abide by all rules regulations and terms and conditions stated above. (Initials) _____

Applicant Signature:	Date									
Office Use Only	DFC Signature:									
Notes:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Approved</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> District Office</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Communication Team</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Pending</td> <td style="padding: 5px;"><input type="checkbox"/> Building Leads</td> <td style="padding: 5px;"><input type="checkbox"/> Other:</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Denied/ Canceled</td> <td style="padding: 5px;"><input type="checkbox"/> Food Services</td> <td></td> </tr> </table>	<input type="checkbox"/> Approved	<input type="checkbox"/> District Office	<input type="checkbox"/> Communication Team	<input type="checkbox"/> Pending	<input type="checkbox"/> Building Leads	<input type="checkbox"/> Other:	<input type="checkbox"/> Denied/ Canceled	<input type="checkbox"/> Food Services	
<input type="checkbox"/> Approved	<input type="checkbox"/> District Office	<input type="checkbox"/> Communication Team								
<input type="checkbox"/> Pending	<input type="checkbox"/> Building Leads	<input type="checkbox"/> Other:								
<input type="checkbox"/> Denied/ Canceled	<input type="checkbox"/> Food Services									

Please contact the District Office if you have additional questions.
 Phone (360) 482.2822. Fax (360) 482.2092. Email t@transden@eagles.edu

Elma School District No.68
Category & Fee Schedule for School Facility Use
2018-2019

FACILITY / SERVICE	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5
	Staff, Faculty, Administrators, and School Board Members	Non-Profit Youth Sports/Groups with a majority of Elma School District/EHS Feeder Districts Students	Organizations or events which benefit the members of those organizations. Example: adult athletics, outside youth groups, churches, special interest groups, non- profit fundraising activities not school related, political parties	Non-profit groups not based in the local community or do not have a majority of their member/participants residing the District.	Commercial Groups that are Revenue Organizations
ELEMENTARY SCHOOL					
Classroom(s) (hourly fee)	n/c	n/c	\$5.00	\$10.00	\$20.00
Kitchen (hourly fee) *	n/c	n/c	\$30.00	\$30.00	\$30.00
MPR Rm (hourly) * 2 Hr. Min	n/c	n/c	\$10.00	\$20.00	\$30.00
Custodial (hourly) * 2 Hr. Min	n/c	n/c	\$41.50	\$41.50	\$41.50
MIDDLE SCHOOL					
Classroom(s) (hourly fee)	n/c	n/c	\$5.00	\$10.00	\$20.00
Tan Gym (hourly fee)	n/c	n/c	\$10.00	\$20.00	\$20.00
Wood Gym (hourly fee)	n/c	n/c	\$10.00	\$20.00	\$20.00
Multi-purpose Rm (hourly fee)	n/c	n/c	\$10.00	\$20.00	\$30.00
Kitchen (hourly) * 2 Hr Min.	n/c	n/c	\$40.00	\$40.00	\$40.00
Custodial (hourly) * 2 Hr. Min	n/c	n/c	\$41.50	\$41.50	\$41.50
HIGH SCHOOL/EGHHS					
Classroom(s) (hourly fee)	n/c	n/c	\$5.00	\$10.00	\$20.00
Commons (hourly fee)	n/c	n/c	\$10.00	\$20.00	\$30.00
Gym (hourly fee)	n/c	n/c	\$15.00	\$30.00	\$40.00
Kitchen (hourly) * 2 Hr. Min	n/c	n/c	\$40.00	\$40.00	\$40.00
Custodial (hourly) * 2 Hr. Min	n/c	n/c	\$41.50	\$41.50	\$41.50
GROUNDS					
Baseball Field*	n/c	n/c	\$2.50	\$10.00	\$30.00
Football Field (Davis)*	n/c	n/c	\$2.50	\$10.00	\$30.00
Soccer Field	n/c	n/c	\$2.50	\$10.00	\$30.00
Softball Field	n/c	n/c	\$2.50	\$10.00	\$30.00
Track Field	n/c	n/c	\$2.50	\$10.00	\$30.00
Parking Lot (hourly fee)	n/c	n/c	n/c	\$10.00	\$40.00
Non- sport Areas	n/c	n/c	\$2.50	\$10.00	\$30.00
<p>*Groups in Category I & II, will be charge a cost recovery fees if cost are incurred for extra utility, cleaning or supervisory services.</p> <p>*Food Service, Custodian, and Technician fees.</p> <p>*Two hour per collective bargaining agreement, time and a half on holidays (after hours/weekends).</p>				<p>n/c = No Charge</p> <p>*Per hour charge</p> <p>*Custodian \$41.50</p> <p>*Technician Video/Sound \$58.00</p> <p>*Food Service \$40.00</p>	

[Type text]

Elma School District
FACILITIES USE AGREEMENT

Acknowledgement of responsibilities, rules and regulations. Please read, sign, and date below.

- The lessee and all members of the group occupying school facilities are responsible for reasonable and proper care of the facility used and any materials or equipment found herein. Any loss or damage resulting from activities of the group or activities of any person present because of the activity booked will be billed to the leasing organization. Failure to comply with this regulation, and to pay any damage charges which may be assessed, will result in denial of further privilege of use of school facilities.

- The leasing organization is responsible for the conduct of all its members using the facilities booked, and while on school premises in connection with the activity booked, including any persons, whether members or not, who are on school premises because of the activity booked. Adequate adult supervision of youth groups must be provided by the leasing sponsor to assure proper conduct of occupants. Such adult supervision must be present with your groups and in effective control at all times when members of the youth group are in the school building.

- Lessee shall remove, at their own expense, materials, equipment, furnishings and rubbish.

- Organizations using facilities on a non-charge basis are responsible for total cleanup of areas used.

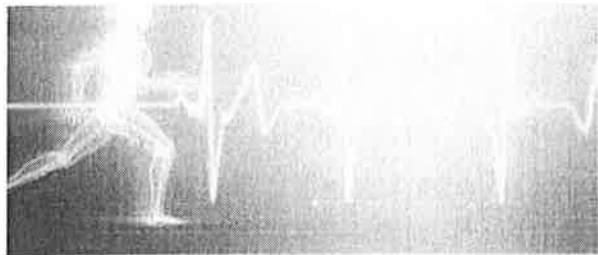
- The undersigned hereby makes application to Elma School District for use of school facilities as described and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations established herein for the site requested. The Applicant agrees to pay Elma School District #68 the scheduled fees and for any damage arising from the Applicant's use of said facilities. The Applicant agrees to exercise the utmost care in the use of the school premises and property and agrees to protect indemnify, and hold harmless the School District, its elected and appointed official, employees, agents, and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the applicant's activities and/or use of premises in connection with this application, except for the sole negligence of the district.

I hereby acknowledge receipt of the facility use regulations and agree to comply with the guidelines set there regarding use of school facilities.

I, _____, as representing authority of our group, have read and understand the rules and regulations of the Elma School District as they pertain to public and community use. My signature below confirms and verifies that I have read and understand these rules and regulations and agree that my group and I will abide by them.

Signature

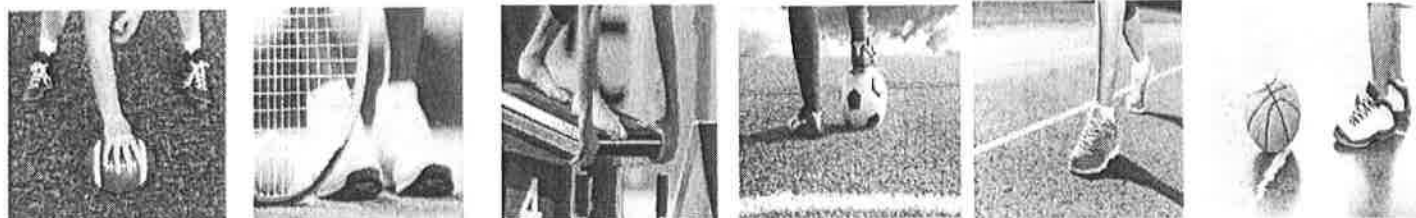
Date



Sudden Cardiac Arrest

Awareness & Information Sheet for Student-Athletes, Coaches and Parents/Guardians

SSB 5083 ~ SCA Awareness Act



What is sudden cardiac arrest? Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse. SCA is the leading cause of death in the U.S. afflicting over 300,000 individuals per year.

SCA is also the leading cause of sudden death in young athletes during sports

What causes sudden cardiac arrest? SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called "commotio cordis").

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise
- Excessive shortness of breath with exercise
- Palpitations (heart racing for no reason)
- Unexplained seizures
- A family member with early onset heart disease or sudden death from a heart condition before the age of 40

How to prevent and treat sudden cardiac arrest? Some heart conditions at risk for SCA can be detected by a thorough heart screening evaluation. However, all schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gasping). SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED). AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restore a normal heart rhythm.

Remember, to save a life: recognize SCA, call 9-1-1, begin CPR, and use an AED as soon as possible!



Cardiac 3-Minute Drill

1. RECOGNIZE

Sudden Cardiac Arrest

- Collapsed and unresponsive
- Abnormal breathing
- Seizure-like activity

2. CALL 9-1-1

- Call for help and for an AED

3. CPR

- Begin chest compressions
- Push hard/ push fast (100 per minute)

4. AED

- Use AED as soon as possible

5. CONTINUE CARE

- Continue CPR and AED until EMS arrives



Automated External Defibrillator

Be Prepared! Every Second Counts!

UW Medicine
Center For Sports Cardiology
www.uwspportscardiology.org



WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION



SCA Awareness Youth Heart Screening CPR/AED in Schools

www.nickoftimefoundation.org

Elma School District

Student/Parent Concussion and Sudden Cardiac Arrest Awareness Form

The Elma School District believes participation in athletics improves physical fitness, coordination, self-discipline, and gives students valuable opportunities to learn important social and life skills.

With this in mind it is important that we do as much as possible to create and maintain an enjoyable and safe environment. As a parent/guardian or student you play a vital role in protecting participants and helping them get the best from sport.

Player and parental education in this area is crucial which is the reason for the Concussion Management and Sudden Cardiac Arrest Awareness pamphlet you received. Refer to it regularly.

This form must be signed annually by the parent/guardian and student prior to participation in "Name of School / School District" athletics. If you have questions regarding any of the information provided in the pamphlet, please contact the athletic director at your school.

I HAVE RECEIVED, READ AND UNDERSTAND THE INFORMATION PRESENTED IN THE CONCUSSION RECOGNITION AND SUDDEN CARDIAC ARREST AWARENESS PAMPHLETS.

_____	_____	_____
<i>Student Name (Printed)</i>	<i>Student Name (Signed)</i>	<i>Date</i>
_____	_____	_____
<i>Parent Name (Printed)</i>	<i>Parent Name (Signed)</i>	<i>Date</i>

Elma School District #68

Compliance Statement for HB 1824, **Youth Sports-Head Injury Polices**
and SB 5083, **Sudden Cardiac Arrest Awareness.**

(attach to any building/facility use request form)

_____ requests the use of the _____ School
District facilities for the following dates:

_____, a private non-profit youth sports group,
verifies all coaches, athletes and their parent/guardian have complied with
mandated policies for, the **Management of Concussions and Head
Injuries** as prescribed by HB 1824, section 2 and **Sudden Cardiac Arrest
Awareness** as prescribed by SB 5083, section 3.

Attached is a proof of insurance under an accident and liability policy issued
by an insurance company authorized to do business in Washington State
covering any injury or damage with at least \$50,000 due to bodily injury or
death or one person and at least \$100,000 due to bodily injury or death to
two or more persons.

Signed:

Representative of Private Non-Private Youth Sports Group

_____ (Date)

*Note: Access to school facilities may not be granted until all requirements
of this application are complete and approved by the school district &/or
designee.

7/6/15

