



## **FACILITY USE CONTRACT PROCESS**

The below process applies only when a facility owner requires a facility use contract to be in place before a Special Olympics Washington local/area sport event can take place.

**Please note that the timeline for the facility use contract process can be up to two weeks or longer, as the process is dependent on the schedules and workloads of the applicable parties. In addition, **SOWA does not have a standard facility use contract form** for teams to use for their events/practices. **All facility use contract forms originate with the facility owner.****

1. The team obtains and submits a **facility owner's blank and unsigned facility use contract** to the applicable Special Olympics Washington (SOWA) Area Director (AD)/Administrative Coordinator (AC), along with the **following required information separately**:
  - a. Facility Point of Contact Information (Name, Title, Email, Phone Number, & Address)
  - b. Requested Facilities and location
  - c. Dates, Times, & Days
  - d. Age & approximate number of Participants

Please note that the team's point of contact for the facility use contract is the **SOWA Regional Area Services Manager**. In addition, **only the SOWA management team has the authority to sign contracts.**

2. After reviewing the facility use contract for correctness, the AD/AC then submits the blank facility use contract in .pdf format and the information requested in Step 1 to the **SOWA Regional Area Services Manager** for processing. If the facility use contract is either missing information or has the wrong information, the AD/AC returns the facility use contract to the Event Director for correction.
3. If the facility use contract does not contain mutual hold harmless language, SOWA submits the SOWA Addendum A, "Mutual Hold Harmless," to the facility owner for signature. Upon receipt of the signed Addendum A from the facility owner, both the Addendum A and facility use contract are sent to SOWA's insurance agent to request a certificate of insurance. If the facility use contract contains mutual hold harmless language, the Addendum A is not required – only the facility use contract is sent to SOWA's insurance agent to request a certificate of insurance.
4. Upon receipt of the certificate of insurance from SOWA's insurance agent, the facility use contract and Addendum A is sent to SOWA management for signature.
5. Upon receipt of the signed facility use contract and Addendum A from SOWA management, the certificate of insurance, facility use contract, and Addendum A is sent to the facility owner, with a copy to the AD/AC to forward to the Event Director for their records.