

December 12, 2016

VIA EMAIL ONLY: info@judicialwatch.org

William F. Marshall

Judicial Watch, Inc.

425 Third Street SW, Suite 800

Washington, DC 20024

Re: Response to Public Records Request 2406

Dear Mr. Marshall:

This letter acknowledges and responds to your public records request received by the Tacoma School District on December 5, 2016. It is my understanding that you are requesting the following records:

1. Any and all records related to expenses incurred by or approved for the inception, maintenance, propagation and advertising of an "After School Satan Club" at Point Defiance Elementary School, including but not limited to purchase orders, contracts, proposals, invoices, receipts and agreements.
2. Any and all emails sent between and among Point Defiance Elementary School administrators, teachers, Tacoma School Board officials, and officials of the Tacoma Public Schools regarding the Point Defiance Elementary School "After School Satan Club."
3. Any and all emails sent between and among Point Defiance Elementary School administrators, teachers, Tacoma School Board officials, and officials of Tacoma Public Schools and officials, representatives and/or employees of The Satanic Temple of Seattle.

Please note regarding Item No. 1 of your request, no expenses were incurred by or approved for the Tacoma School District as this is not a school-sponsored activity. The record of "expenses" in the possession of the District are records of expenses incurred by the event sponsor (Reason Alliance, Ltd.) as payment for its rental and use of the District's facility. As a courtesy, I have enclosed a copy of the Facility Use form completed by Reason Alliance and associated documents, including those pertaining to its payment for use of the facility.

Regarding Item No. 3 of your request, I have searched for and am providing emails between District "administrators, teachers, Tacoma School Board officials and officials of Tacoma Public Schools on the one hand, and officials, representatives and/or employees of The Satanic Temple of Seattle on the other." The only responsive email address that I am aware of for The Satanic Temple of Seattle is: satanictempleseattle@gmail.com. If you are aware of any other email address

William F. Marshall

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of an official, representative and/or employee of The Satanic Temple of Seattle, I will be happy to search for that as well.

I continue to search for and prepare any additional records responsive to Items No. 2 and 3 of your request and anticipate that I will need approximately four weeks to complete that task. This estimate is based on the number of previously pending public records requests that our office is responding to, the time needed to locate and assemble the records requested, the need to determine whether any of the records are exempt from public disclosure in whole or in part, the District's upcoming shorter holiday work hours, as well as other work for which I am responsible. I will contact you no later than January 9, 2017, regarding the status of your request.

Sincerely,

A handwritten signature in black ink, appearing to read "M Reeder".

Michaela C. Reeder

Public Records Manager

Email: mreeder@tacoma.k12.wa.us

Enclosures: Documents Bates No. 000001-57 (PRR 2406)

REASON ALLIANCE LTD

102

53-7054/2113
969

11/10/16

Date

Pay to the Order of TACOMA Public Schools

\$ 154.00

ONE HUNDRED FIFTY FOUR 00/XX

Dollars



Photo Safe Deposit™
Circle on back



Bank

America's Most Convenient Bank®

For Joint Defense Facility Rental

[Signature] MP

0102

Printed Name

TD Bank, N.A.

0102

Tacoma

REASON ALLIANCE LTD

- Security Features exceed industry standards and include:
- Matching account and check number on back (Printed No. 9 248 088)
 - The Security Weave pattern on back designed to deter fraud
 - Microprint (MP) lines printed on front and back
 - The words "ORIGINAL DOCUMENT" across the back
 - Photo Safe Deposit icon visible on front and back

Do not cash if

- Any of the features listed above are missing or appear altered
- Fugitive ink on back looks pink or has disappeared
- Brown stains and colored spots appear on both front and back

KeyBank

☐ CHECK H.F.R. 00020906781LE DEPOSIT
DO NOT WRITE
RESERVE
ON BELOW THIS LINE
INSTITUTION USE

FOR DEPOSIT ONLY
TACOMA SCHOOL DISTRICT #10
BUILDINGS & GROUNDS-CLEANING ACCOUNT
LOCATION 570

ENDORSE HERE

X

FOR DEPOSIT ONLY

TACOMA SCHOOL DISTRICT #10

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TACOMA

REQUEST / AUTHORIZATION FOR USE OF FACILITIES / FIELDS

PLEASE FILL IN ALL HIGHLIGHTED AREAS

1. FACILITY: <u>POINT DEFIANCE</u>	AREA(S): <u>CLASSROOM Artroom</u>
2. REQUESTOR GROUP: (School / TSD Department Name / Outside Organization Name) <u>REASON ALLIANCE, LTD</u>	
3. CONTACT NAME / PHONE: <u>LILITH STARR / 206-403-5352</u>	
4. ORGANIZATION ADDRESS: <u>5116 9TH AVE NW #4, SEATTLE WA 98107</u>	
5. EMAIL: (Confirmation / Invoice sent by email) <u>SATANICTEMPLESEATTLE@GMAIL.COM</u>	
6. GROUPS: Group 1 (School / District Requestors Only) <u>ACCOUNTING</u> <input checked="" type="checkbox"/> School event: <u>97000 63 LOC BRC 5317</u> <input checked="" type="checkbox"/> ASB event: _____ <input checked="" type="checkbox"/> District event: _____ BRC Signature: _____	(Outside Organizations - MUST have Certificate of Liability on File) Group A <input type="checkbox"/> 75% District Youth, PTA/Boosters, Metro Parks, Employees Group B <input type="checkbox"/> Non-district Nonprofit Youth; Small Community Adult groups Group C <input checked="" type="checkbox"/> Religious Institutions, Colleges, Adult Nonprofit Organizations Group D <input type="checkbox"/> Profit / Private Group E <input type="checkbox"/> TSD Contract on File

7. **PURPOSE OF ACTIVITY:** Character development via After School Satana Club # **EXPECTED:** 10 - 15

8. **EQUIPMENT / REQUESTS:** _____ **FOOD PRESENT:** ☒ Yes ☐ No

9. **OUTSIDE REQUESTOR:** Check off and attach necessary documents / requests for services:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Certificate of Liability Insurance (REQUIRED FOR RENTAL) | <input type="checkbox"/> Request for Sound/Lighting Technician (High Schools) |
| <input checked="" type="checkbox"/> 501c3 (proof of Nonprofit) | <input type="checkbox"/> Kitchen (supervision must be provided): Contact: 253.571.3370 |
| <input checked="" type="checkbox"/> Team Rosters with addresses (proof of 75% District youth) | <input type="checkbox"/> Security (must be provided by TSD): Contact 253.571.1288 |

Month	Dates (must have 30-days notice)	Day(s) of Week	Unlock/Lock	Event Time
September				
October				
November	<u>Nov. 29</u> <u>Unavailable</u> <u>11/3</u>	<u>TUESDAY</u>	<u>3:30/5:30</u>	<u>3:30</u>
December	<u>DEC. 14</u>	<u>WEDNESDAY</u>	<u>3:30/5:30</u>	<u>3:30</u>
January	<u>JAN. 11</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
February	<u>FEB. 8</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
March	<u>MAR. 8</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
April	<u>APR. 12</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
May	<u>MAY 10</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
June	<u>JUN. 14</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
July				
August				

*Signing indicates you agree to the "General Rules for Use of School Facilities" on the reverse.

*Payment of fees is required two weeks prior to use or request may be cancelled.

*Must show a copy of Request during event as proof of reservation.

10. LILITH STARR 10/23/2016 Lisa D. Poyd 11/3/16
Signature of Requestor Date Signature of Facility Representative Date

TO BE COMPLETED BY CHIEF CUSTODIAN		FOR DISTRICT OFFICE USE ONLY	
Custodial hours:		Fees:	
Signature of Chief Custodian <u>[Signature]</u>	Date <u>11-03-16</u>	Total Due:	

HEY KIDS!! Come Join Us at

Bring your curiosity and have fun!!



After School Satan is an exciting, fun-filled club once a month. It includes:

- Science
- Creative Learning Activities
- Songs
- Art Projects
- Educational Stories

Your child will learn:

- *Basic Critical Reasoning
- *Character Qualities
- *Problem Solving
- *Creative Expression

Who teaches the club?

After School Satan Clubs are operated by local chapters of The Satanic Temple by volunteer members who have been vetted by the Executive Ministry for professionalism, social responsibility, superior communication skills, and lack of criminal history.

Sponsored by:

Hosted and Conducted by: The Satanic Temple

Time: After school until 5 pm

Date: Every 2nd Wednesday of the month, starting Dec. 14

Place: Art Room at Point Defiance Elementary

Who can attend? All boys and girls ages 5-12, regardless of religious background. Parents are welcome to attend with child.

Parent/Guardian: Your child must be picked up immediately after the club ends. Our policies do not allow After School Satan Club teachers or helpers to remain at school after the club. If your child is not picked up immediately after club three times throughout the school year, he/she will not be allowed to continue attending the club. Thank you.

The United States Constitution requires schools to respect the right of all external organizations to distribute flyers to students at school if the school permits any such organization to distribute flyers. Accordingly, the school cannot discriminate among groups wishing to distribute flyers at school and does not endorse the content of any flyer distributed at school. The school encourages parents to assist their children in making choices appropriate for them. This is not an activity of the school or the School District.

The district does not sponsor this event/activity/offer and the district assumes no responsibility for it. In consideration for the privilege to distribute these materials, the Tacoma School District No. 10 shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

✂ Cut here and return the bottom -----

Parental Permission Form

Please return form to school office

_____ (child's name) has my permission to attend the After School Satan Club every 2nd Wednesday of the month after school until 5:00 pm. (There will be no clubs on half days and school holidays. Club will run throughout the year when school is in session.) I understand it is my responsibility to pick up my child at 5:00 pm in the Art Room and failure to do so will jeopardize my child's continued participation.

Parent/Guardian Signature _____

Date _____

Check here to show how your child will get home on club day.

- ☐ My child will be picked up.
- ☐ My child will walk home.
- ☐ My child goes to the school's extended day/after-school program.

CHILD'S INFORMATION School _____ Homeroom Teacher _____ Grade _____

Name _____ Circle one: M / F Birthdate _____ Age _____

Address _____ Apt.# _____

City _____ State _____ Zip _____

Parent/Guardian _____ E-mail _____ Home Phone _____

Dad's work/cell phone _____ Mom's work/cell phone _____

Emergency Contact Person _____ Phone _____

Emergency Contact Person _____ Phone _____

Child's allergies (peanuts, chocolate, etc.) _____

Church _____ Pastor _____

These people (include phone numbers) are allowed to pick up my child if I'm not able:

1) _____ Phone _____

2) _____ Phone _____

3) _____ Phone _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/18/16

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MURRAY INSURANCE SERVICES 323 N Maple Ave Manteca, CA 95336 591 Sugar Road #2, Bolton MA 01740	CONTACT NAME: Ron Murray PHONE (A/C, No, Ext): (408)272-7981 FAX (A/C, No): E-MAIL ADDRESS: ronaldjmurray@gmail.com
INSURED Reason Alliance, Ltd 519 Somerville Ave #288 Somerville, MA 02143	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PHPK1557167	09/27/16	09/27/17	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Abuse & Molestation	Y		PHPK1557167	09/27/16	09/27/17	Per Occurrence 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Educational Programs.

The Certificate Holder is also Named as Additional Insured.

CERTIFICATE HOLDER Point Defiance Elementary School 4330N. Visscher St. Tacoma, WA 98407	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 31 2014

REASON ALLIANCE LTD
519 SOMERVILLE AVE NO 288
SOMERVILLE, MA 02143-0000

Employer Identification Number:
47-1933964
DLN:
26053696001564
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
September 26, 2014
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5437



Exempt Organizations Select Check

[Exempt Organizations Select Check Home](#)

Organizations Eligible to Receive Tax-Deductible Charitable Contributions (Pub. 78 data) - Search Results

The following list includes tax-exempt organizations that are eligible to receive tax-deductible charitable contributions. Click on the "Deductibility Status" column for an explanation of limitations on the deductibility of contributions made to different types of tax-exempt organizations.

Results are sorted by EIN. To sort results by another category, click on the icon next to the column heading for that category. Clicking on that icon a second time will reverse the sort order. Click on a column heading for an explanation of information in that column.

1-1 of 1 results

Results Per Page 25

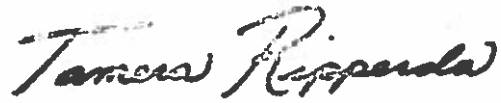
« Prev | 1-1 | Next »

EIN	Legal Name (Doing Business As)	City	State	Country	Deductibility Status
47-1933964	Reason Alliance Ltd.	Somerville	MA	United States	PF

« Prev | 1-1 | Next »

REASON ALLIANCE LTD

Sincerely,

A handwritten signature in black ink, reading "Tamas Rippanda". The signature is written in a cursive, flowing style with a large initial 'T'.

Director, Exempt Organizations

Letter 5437

FACILITY RENTALS



3223 S Union Ave
Tacoma, WA 98409

P: 253.571.3313
F: 253.571.3320

aobrien@tacoma.k12.wa.
www.tacoma.k12.wa.us

Bill To: Reason Alliance, LTD
Address: 5116 9th Ave NW #4
Seattle, WA 98107

Contact: Lilith Starr
Phone: 206.403.5352
Email: satanictempleseattle@gmail.com

Invoice #: BUSHS32
11/4/2016
Due Date
Month

Invoice For: After School Satan Club December 2016 - June 2017

Item #	Description	Qty	Unit Price	Discount	Price
816310	Pt Defiance Rent December 2016	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities December 2016	2.00	\$ 1.00		\$ 2.00
					\$ -
816310	Pt Defiance Rent January 2017	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities January 2017	2.00	\$ 1.00		\$ 2.00
					\$ -
816310	Pt Defiance Rent February 2017	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities February 2017	2.00	\$ 1.00		\$ 2.00
					\$ -
816310	Pt Defiance Rent March 2017	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities March 2017	2.00	\$ 1.00		\$ 2.00
					\$ -
816310	Pt Defiance Rent April 2017	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities April 2017	2.00	\$ 1.00		\$ 2.00
					\$ -
816310	Pt Defiance Rent May 2017	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities May 2017	2.00	\$ 1.00		\$ 2.00
					\$ -
816310	Pt Defiance Rent June 2017	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities June 2017	2.00	\$ 1.00		\$ 2.00
Invoice Subtotal					\$ 154.00
Payments Received					
TOTAL					\$ 154.00

As stated on the Request/Authorization for Use of Facilities, payment is due two weeks prior to use or request will be cancelled. Exceptions are made on a case by case basis. Any exception on payment due date will be conveyed by email when the invoice is sent out.

Make checks payable to Tacoma Public Schools and mail to the address listed above. Credit card payments can be made by calling 253.571.3313. A notice of three (3) working days must be given to both the school and Maintenance & Operations by email in order to cancel and avoid charges. A copy of the approved form may be requested as proof of reservation.

TACOMA PUBLIC SCHOOLS

CRS HISTORY TRANS PRINTED: 12-09-2016

** ALL ACCTS - BY STUDENT **

014581 REASON ALLIANCE, LTD

END BALANCE: .00

DATE	TIME	SEQUENCE	ACCT	DESCRIPTION	QTY	\$ AMOUNT	CLRK	STUDENT #	STUDENT NAME
11/14/16	12:46	9060003422	816310	PT FAC RENTAL	14	140.00	906	014581	REASON ALLIANCE, LTD
				Memo: DEC - JUNE RENT					
11/14/16	12:46	9060003422	816312	PT FAC SURCHARGE	14	14.00	906	014581	REASON ALLIANCE, LTD
				Memo: DEC - JUNE UTILITIES					
11/14/16	12:46	9060003422		PAYMENT		154.00-	906	014581	REASON ALLIANCE, LTD
				CHK# 102	154.00				




Archive Manager Export

From: PAUL KOCH
 To: The Satanic Temple of Seattle
 BCC: Andrea O'Brien-Henley ; Daniel Voelpel ; MIGUEL VILLAHERMOSA ; SUSAN SCHREURS ; Lisa Boyd ; TERESA NEAL ; TAMMY MONDONEDO ; PAUL KOCH ; STEPHEN STORY ; Stephen Murakami ; Steve Graves ; Thomas Chalk ; Paul Harris ; LYUDMILA NIKONENKO ; JANET SCHWANZ ; pmkoch1@yahoo.com ; ALVIN MARTIN ; MICHAEL MCCARTHY ; KASEY KELLEY
 Subject: TPS / Pt Defiance / Reason Alliance LTD

Sent: Mon, 07 Nov 2016 20:02:02 GMT

Attachments may contain viruses that are harmful to your computer. Attachments may not display correctly.

 Pt Defiance SHS32 Reason Alliance.pdf (198Kb)

Lilith,

Attached is a copy of your group's approved Tacoma Public Schools Request / Authorization for Use of Facilities / Fields for Pt Defiance Elementary school that has your group starting up on Wednesday, December 14th from 3:30 – 5:30 pm. Included in the attachment is the invoice for your group's use of our district facility.

Please have a copy of your approved facility use request with you when you arrive at Pt Defiance for identification purposes and per our conversation last week, check in at the main office upon arrival at the school and one of the office staff will direct you to the art room your group will be using for its afterschool activity.

If you have any further questions about the facility use process, please give me a call.

Paul Koch
Maintenance & Operations
253.571.3325
pkoch@tacoma.k12.wa.us



REQUEST / AUTHORIZATION FOR USE OF FACILITIES / FIELDS

PLEASE FILL IN ALL HIGHLIGHTED AREAS

1. FACILITY: <u>POINT DEFIANCE</u>	AREA(S): <u>CLASSROOM Artroom</u>
2. REQUESTOR GROUP: (School / TSD Department Name / Outside Organization Name) <u>REASON ALLIANCE, LTD</u>	
3. CONTACT NAME / PHONE: <u>LILITH STARR / 206-403-5352</u>	
4. ORGANIZATION ADDRESS: <u>5116 9TH AVE NW #4, SEATTLE WA 98107</u>	
5. EMAIL: (Confirmation / Invoice sent by email) <u>SATANICTEMPLESEATTLE@GMAIL.COM</u>	
6. GROUPS: Group 1 (School / District Requestors Only) <u>ACCOUNTING</u> <input checked="" type="checkbox"/> School event: <u>97000 63 LOC BRC 5317</u> <input checked="" type="checkbox"/> ASB event: _____ <input checked="" type="checkbox"/> District event: _____ BRC Signature: _____	(Outside Organizations – MUST have Certificate of Liability on File) Group A <input type="checkbox"/> 75% District Youth, PTA/Boosters, Metro Parks, Employees Group B <input type="checkbox"/> Non-district Nonprofit Youth; Small Community Adult groups Group C <input checked="" type="checkbox"/> Religious Institutions, Colleges, Adult Nonprofit Organizations Group D <input type="checkbox"/> Profit / Private Group E <input type="checkbox"/> TSD Contract on File

7. **PURPOSE OF ACTIVITY:** Character development via After School Satan Club **# EXPECTED:** 10 - 15

8. **EQUIPMENT / REQUESTS:** _____ **FOOD PRESENT:** ☒ Yes ☐ No

9. **OUTSIDE REQUESTOR:** Check off and attach necessary documents / requests for services:
☒ Certificate of Liability Insurance (REQUIRED FOR RENTAL) ☐ Request for Sound/Lighting Technician (High Schools)
☒ 501c3 (proof of Nonprofit) ☐ Kitchen (supervision must be provided): Contact. 253.571.3370
☒ Team Rosters with addresses (proof of 75% District youth) ☐ Security (must be provided by TSD): Contact 253.571.1288

Month	Dates (must have 30-days notice)	Day(s) of Week	Unlock/Lock	Event Time
September				
October				
November	<u>Nov. 29</u> <u>Unavailable</u> <u>#13</u>	<u>TUESDAY</u>	<u>3:30/5:30</u>	<u>3:30</u>
December	<u>DEC. 14</u>	<u>WEDNESDAY</u>	<u>3:30/5:30</u>	<u>3:30</u>
January	<u>JAN. 11</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
February	<u>FEB. 8</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
March	<u>MAR. 8</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
April	<u>APR. 12</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
May	<u>MAY 10</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
June	<u>JUN. 14</u>	<u>WED.</u>	<u>3:30/5:30</u>	<u>3:30</u>
July				
August				

*Signing indicates you agree to the "General Rules for Use of School Facilities" on the reverse.
 *Payment of fees is required two weeks prior to use or request may be cancelled.
 *Must show a copy of Request during event as proof of reservation.

10. LILITH STARR 10/23/2016 Lisa G. Boyd 11/3/16
 Signature of Requestor Date Signature of Facility Representative Date

TO BE COMPLETED BY CHIEF CUSTODIAN		FOR DISTRICT OFFICE USE ONLY	
Custodial hours:		Fees:	
Signature of Chief Custodian <u>[Signature]</u>	Date <u>11-03-16</u>	Total Due:	

FACILITY RENTALS



3223 S Union Ave
Tacoma, WA 98409

P: 253.571.3313
F: 253.571.3320

aobrien@tacoma.k12.wa.
www.tacoma.k12.wa.us

Bill To: Reason Alliance, LTD
Address: 5116 9th Ave NW #4
Seattle, WA 98107

Contact: Lillith Starr
Phone: 206.403.5352
Email: satanictempleseattle@gmail.com

Invoice #: BUSHS32
11/4/2016
Due: 1st of each
Month

Invoice For: After School Satan Club December 2016 - June 2017

Item #	Description	Qty	Unit Price	Discount	Price
816310	Pt Defiance Rent December 2016	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities December 2016	2.00	\$ 1.00		\$ 2.00
					\$ -
816310	Pt Defiance Rent January 2017	2.00	\$ 10.00		\$ 20.00
816312	Pt Defiance Utilities January 2017	2.00	\$ 1.00		\$ 2.00
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816312	Pt Defiance Utilities June 2017	2.00	\$ 1.00		\$ 2.00
Invoice Subtotal					\$ 154.00
Payments Received					
TOTAL					\$ 154.00

As stated on the Request/Authorization for Use of Facilities, payment is due two weeks prior to use or request will be cancelled. Exceptions are made on a case by case basis. Any exception on payment due date will be conveyed by email when the invoice is sent out.

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Archive Manager Export

From: PAUL KOCH
To: The Satanic Temple of Seattle
BCC: Lisa Boyd ; TERESA NEAL ; TAMMY MONDONEDO ; PAUL KOCH ; Daniel Voelpel ; JANET SCHWANZ ; SUSAN SCHREURS
Subject: Pt Defiance / Peachjar Flyer . . .

Sent: Mon, 07 Nov 2016 19:19:33 GMT

Lilith,

Your afterschool group will be using the art room at Point Defiance which is down the main hallway on the left as head towards the gym.

If you have any other questions, please let me know.

Thanks,

Paul Koch
253.571.3325

From: lilithxstarr@gmail.com [mailto:lilithxstarr@gmail.com] **On Behalf Of** The Satanic Temple of Seattle
Sent: Monday, November 07, 2016 9:49 AM
To: PAUL KOCH
Subject: Re: Pt Defiance / Peachjar Flyer . . .

Paul,

Thank you very much for the info on Peachjar. Could you tell me what the room we're renting is called? I need the location for the flyer. Thank you!

Lilith Starr
Chapter Head
The Satanic Temple of Seattle

On Mon, Nov 7, 2016 at 9:34 AM, PAUL KOCH <PKOCH@tacoma.k12.wa.us> wrote:

Lilith,
Per our phone conversation last week, please route your group's proposed Peachjar flyer to Susan Anderson ([253.571.1015](tel:253.571.1015)) in the school district's Public Information Office for review and approval. Susan will work with you if you have any questions on the Peachjar process.

<https://www.peachjar.com/>

Paul Koch



From: TAMMY MONDONEDO
To: Satanic Temple Seattle
Subject: RE: WSP Criminal History Application

Sent: Tue, 22 Nov 2016 22:19:52 GMT

Ms. Starr,

You may leave the account number blank. You can email the form to me @ LBoyd2@tacoma.k12.wa.us

Thank you

From: Satanic Temple Seattle [mailto:satanictempleseattle@gmail.com]

Sent: Tuesday, November 22, 2016 1:02 PM

To: TAMMY MONDONEDO

Subject: Re: WSP Criminal History Application

Dear Ms. Boyd,

We will fill these forms out as soon as possible and return them to you. One question--could you tell me what the form is referring to when it asks for "Account #" in the bottom section?

Also, please let me know what mailing address you would like us to use when we return the forms.

Thank you,

Lilith Starr

Chapter Head

The Satanic Temple of Seattle

[206-403-5352](tel:206-403-5352)

On Tue, Nov 22, 2016 at 12:48 PM, TAMMY MONDONEDO <TMONDON@tacoma.k12.wa.us> wrote:



Dear Ms. Starr:

I am the principal of Pt. Defiance Elementary School. Through the District's facility department you submitted an application for use of the school. If you had come to the school to pick up the form, as most users do, you would have also been given a criminal history record form to complete. All outside users at Pt. Defiance Elementary, including the Good News Club and the YMCA, also complete a criminal history record check form as a part of the facility use application process. That form is attached. Please have the attached form completed and submitted for

all adults who will be supervising the operation of your group at Pt. Defiance Elementary and return the form to me as soon as possible in order to have the information processed in advance of your proposed date of use.

If you have questions about this, please contact me.

Thank you,

Lisa Boyd, Principal
Point Defiance Elementary
[\(253\)571-6900](tel:(253)571-6900)



Archive Manager Export

From: PAUL KOCH
To: satanictempleseattle@gmail.com
CC: Susan Anderson
Subject: Pt Defiance / Peachjar Flyer . . .
Lilith,

Sent: Mon, 07 Nov 2016 17:34:49 GMT

Per our phone conversation last week, please route your group's proposed Peachjar flyer to Susan Anderson (253.571.1015) in the school district's Public Information Office for review and approval. Susan will work with you if you have any questions on the Peachjar process.

<https://www.peachjar.com/>

Paul Koch

Maintenance & Operations

253.571.3325

pkoch@tacoma.k12.wa.us





From: Satanic Temple Seattle
To: TAMMY MONDONEDO
Subject: Re: WSP Criminal History Application

Sent: Tue, 22 Nov 2016 21:02:12 GMT

Dear Ms. Boyd,

We will fill these forms out as soon as possible and return them to you. One question--could you tell me what the form is referring to when it asks for "Account #" in the bottom section?

Also, please let me know what mailing address you would like us to use when we return the forms.

Thank you,

Lilith Starr
Chapter Head
The Satanic Temple of Seattle
206-403-5352

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If you have questions about this, please contact me.

Thank you,

Lisa Boyd, Principal
Point Defiance Elementary
(253)571-6900



From: The Satanic Temple of Seattle
To: PAUL KOCH
Subject: Re: TPS / Pt Defiance / Reason Alliance LTD
Dear Paul,

Sent: Mon, 07 Nov 2016 20:42:30 GMT

Thank you very much! We will make sure to bring a copy of our approved facility use request.

Thanks again for all the help,

Lilith

On Mon, Nov 7, 2016 at 12:02 PM, PAUL KOCH <PKOCH@tacoma.k12.wa.us> wrote:

Lilith,

Attached is a copy of your group's approved Tacoma Public Schools Request / Authorization for Use of Facilities / Fields for Pt Defiance Elementary school that has your group starting up on Wednesday, December 14th from 3:30 – 5:30 pm. Included in the attachment is the invoice for your group's use of our district facility.

Please have a copy of your approved facility use request with you when you arrive at Pt Defiance for identification purposes and per our conversation last week, check in at the main office upon arrival at the school and one of the office staff will direct you to the art room your group will be using for its afterschool activity.

If you have any further questions about the facility use process, please give me a call.

Paul Koch

Maintenance & Operations

253.571.3325

pkoch@tacoma.k12.wa.us





From: The Satanic Temple of Seattle
To: PAUL KOCH
CC: Susan Anderson
Subject: Re: Pt Defiance / Peachjar Flyer . . .
Paul,

Sent: Mon, 07 Nov 2016 19:44:57 GMT

Thank you very much!

Lilith

On Mon, Nov 7, 2016 at 11:19 AM, PAUL KOCH <PKOCH@tacoma.k12.wa.us> wrote:

Lilith,

Your afterschool group will be using the art room at Point Defiance which is down the main hallway on the left as head towards the gym.

If you have any other questions, please let me know.

Thanks,

Paul Koch

253.571.3325

From: lilithxstarr@gmail.com [mailto:lilithxstarr@gmail.com] **On Behalf Of** The Satanic Temple of Seattle
Sent: Monday, November 07, 2016 9:49 AM
To: PAUL KOCH
Subject: Re: Pt Defiance / Peachjar Flyer . . .

Paul,

Thank you very much for the info on Peachjar. Could you tell me what the room we're renting is called? I need the location for the flyer. Thank you!

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Chapter Head
The Satanic Temple of Seattle

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<https://www.peachjar.com/>

Paul Koch



Archive Manager Export

From: Michaela Reeder
 To: satanictempleseattle@gmail.com
 CC: SUSAN SCHREURS
 Subject: Requested documents

Sent: Tue, 18 Oct 2016 22:04:06 GMT

Attachments may contain viruses that are harmful to your computer. Attachments may not display correctly.

 Instructions Fees.pdf (28Kb)  Policy No 4260.pdf (51Kb)  Reg 4260R.pdf (173Kb)  Request Authorization for use of facilities Field.pdf (689Kb)

Ms. Starr-

As requested in your email to Superintendent Santorno dated October 11, 2016, attached please find the following documents: District Policy 4260, Regulation 4260R, Instructions/Fee Schedule, and Request/Authorization for Use of Facilities.

Michaela C. Reeder

Paralegal/Public Records Manager
 Office of the General Counsel
 Tacoma School District
 (253) 571-1093 - direct line
 (253) 571-1440 – fax

Confidentiality Notice: This message is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is privileged, confidential, proprietary or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify me immediately by e-mail and delete all copies.

REQUEST / AUTHORIZATION FOR USE OF FACILITIES / FIELDS

PLEASE FILL IN ALL HIGHLIGHTED AREAS

1. FACILITY:	AREA(S):
2. REQUESTOR GROUP: (School / TSD Department Name / Outside Organization Name)	
3. CONTACT NAME / PHONE:	
4. ORGANIZATION ADDRESS:	
5. EMAIL: (Confirmation / Invoice sent by email)	
6. GROUPS: Group 1 (School / District Requestors Only) ACCOUNTING <input type="checkbox"/> School event: <u>97000 63 LOC BRC 5317</u> <input type="checkbox"/> ASB event: _____ <input type="checkbox"/> District event: _____ BRC Signature: _____	(Outside Organizations – MUST have Certificate of Liability on File) Group A <input type="checkbox"/> 75% District Youth, PTA/Boosters, Metro Parks, Employees Group B <input type="checkbox"/> Non-district Nonprofit Youth; Small Community Adult groups Group C <input type="checkbox"/> Religious Institutions, Colleges, Adult Nonprofit Organizations Group D <input type="checkbox"/> Profit / Private Group E <input type="checkbox"/> TSD Contract on File

7. PURPOSE OF ACTIVITY: _____ **# EXPECTED:** _____

8. EQUIPMENT / REQUESTS: _____ **FOOD PRESENT:** ☐ Yes ☐ No

9. OUTSIDE REQUESTOR: Check off and attach necessary documents / requests for services:

- | | |
|--|--|
| <input type="checkbox"/> Certificate of Liability Insurance (REQUIRED FOR RENTAL) | <input type="checkbox"/> Request for Sound/Lighting Technician (High Schools) |
| <input type="checkbox"/> 501c3 (proof of Nonprofit) | <input type="checkbox"/> Kitchen (supervision must be provided): Contact. 253.571.3370 |
| <input type="checkbox"/> Team Rosters with addresses (proof of 75% District youth) | <input type="checkbox"/> Security (must be provided by TSD): Contact 253.571.1288 |

Month	Dates (must have 30-days notice)	Day(s) of Week	Unlock/Lock	Event Time
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				

**Signing indicates you agree to the "General Rules for Use of School Facilities" on the reverse.*

**Payment of fees is required two weeks prior to use or request may be cancelled.*

**Must show a copy of Request during event as proof of reservation.*

10. Signature of Requestor _____ Date _____ Signature of Facility Representative _____ Date _____

TO BE COMPLETED BY CHIEF CUSTODIAN		FOR DISTRICT OFFICE USE ONLY
Custodial hours:		Fees:
Signature of Chief Custodian	Date	Total Due:

General Rules for Use of School Facilities

1. Applicants will provide proof of insurance for \$1,000,000.00 combined single limit comprehensive general liability insurance for bodily injury, with the Tacoma School District named as an additional insured. Certain activities may require additional insurance at the District's discretion based on the nature and scope of use. Contact the Maintenance and Operations Department at (253) 571-3313 regarding insurance coverage questions. The group in whose name the use permit is issued is responsible for damage done to District property and for restitution of such damage.
2. The applicant/user organization shall defend, protect, indemnify and hold the District, its officers, employees and agents harmless from any and all liabilities or rights of action directly or indirectly arising out of the use of the premises covered by the Building Use Request.
3. The District is not responsible for losses of personal property by individuals or groups during an approved building activity.
4. The Board of Directors reserves the right to revoke any authorization issued for the use of a school building or grounds and if rental has been paid, to refund such rental less expense incurred by the District in connection therewith.
5. So long as the District allows outside groups to use its school buildings, grounds and facilities, it will provide equal access to the Boy Scouts and other designated youth groups. The following district official has been designated to handle inquiries regarding the Boy Scouts of America Equal Access Act: Chief Operating Officer, P.O. Box 1357, Tacoma, WA 98401-1357 (253) 571-3300.
6. Per Building Use Regulations, requests must be presented at least 30 days in advance of date desired but no more than 60 days in advance. Special consideration may be given to those groups with future calendar deadlines.
7. Per Building Use Regulations, no group will be authorized for more than two (2) times a week, if other groups are requesting the facility.
8. By signing this form, Applicant agrees to be financially responsible for any charges incurred. No requests for reductions in the rental fees or extra costs will be considered.
9. The applicant shall notify both the facility and Buildings & Grounds Department of any cancellation of previously scheduled event at least five (5) working days prior to scheduled use. In case of failure to do so, the District may invoice for expenses incurred in preparation for use of the facility requested.
10. The use of facilities shall be restricted to those spaces and times specifically covered in the Building Use Request. If a user does not comply with this requirement, the District may charge the user additional facility use fees for which the user shall be responsible. If an applicant has unpaid fees, it may be denied further use of District facilities.
11. All applicants/user organization must comply with District rules:
Use of language or actions which are offensive or profane to a person of ordinary sensibilities will not be tolerated.
Liquor, drugs or use of tobacco products are prohibited on District property.
Weapons are prohibited on District property.
In addition, individual schools and facilities may compile and post in a conspicuous location other supplemental special rules which are applicable to specific situations and locations.
12. All applicants/organizations using school facilities shall provide adequate adult supervision which shall remain with the group during all activities and be responsible for the group's conformance with all rules and regulations.
13. The applicant is responsible for providing emergency telephone access and first aid kit for emergency situations.
14. A private, nonprofit youth program, by signing this form, verifies that it complies with the policies for management of concussions and head injuries as set out in RCW 28A.600.190.
15. Fire and safety regulations of the Tacoma School District, the City of Tacoma and the State of Washington must be observed at all times.
16. In its use of the facility, the applicant/user shall not discriminate in violation of federal or state law or local ordinance.
17. All groups shall leave the school facilities in the same order and condition in which they found them.
18. Tables, chairs, desks and other furniture and equipment shall not be moved from one room to another unless specifically mentioned on the permit and, by or under, the direct supervision of a District employee. Extra or unusual services for program or activities must be identified in the Building Use Request.
19. No decorations or the application of materials to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces. No wax or other substances shall be applied to the floors.
20. This agreement does not include the right of advertising on school premises other than the right to post signage two hours in advance of an event for the purpose of directing people to the location of the event.

Use of School Facilities

1. The use of school buildings, grounds and facilities by outside groups shall be administered by the District's Maintenance and Operations department.
2. All outside groups desiring to use district facilities must complete and submit a district-Request/Authorization for Use of School Facility/Field form and a certificate of insurance, as addressed in 7 to the office at the facility being requested for use. Request for use of district facilities with synthetic fields must be requested through the district's Department of Student Life rather than the school the synthetic field is located closest to. There will be no exceptions to the written application process. Requests should be presented at least 30 days in advance of the date desired.
3. So long as the district allows outside groups to use its school buildings, grounds and facilities, it will provide equal access to the Boy Scouts and other designated youth groups. The following district official has been designated to handle inquiries regarding the *Boy Scouts of America Equal Access Act*:

Chief Operating Officer
Tacoma Public Schools
P.O. Box 1357
Tacoma, WA 98401-1357
(253) 571-3300

4. Use of school facilities are placed into one of three categories: no charge, reimbursement cost, and payment of rent. No charge: as long as custodial staff is on regular duty and no additional district support is needed. Typical are: school-related activities, community functions, park district functions, scouts, non-profit and charitable groups, school employees for professional development or recreational activities, alumni reunions.
5. Reimbursement of district direct costs. Typical are: activities scheduled when custodial staff are not normally working or when technical, Nutrition Services, security or maintenance staff is required.
6. Payment of rent. Typical are: when admission is charged for an event, when rental is of a public hall nature such as entertainment, advertising and demonstrations, dealers meeting, church lectures, for-profit organizations, college/university use.
7. Applicants will provide proof of coverage for comprehensive general liability insurance for bodily injury, with the school district named as an additional insured. The group in whose name the permit is issued is responsible for damage done to school property.

8. The district reserves the right to cancel any permit issued and to refund any payment made for the use of facilities where it deems such action advisable and in the best interests of the school district, or to modify its policies at any time.
9. All rental fees shall be paid at the Maintenance and Operations at least two weeks of scheduled use.
10. Groups or organizations requesting the use of district facilities after normal working hours, weekends or holidays, will be charged labor and custodial costs, utilities and an extra cover charge if heating is required.
11. The use of district equipment such as computers during the use of district facilities shall be subject to approval and payment of a district-established fee.
12. The use of tobacco, the use of intoxicants and the use of drugs, profane, indecent language or disorderly conduct on school property is prohibited. Failure on the part of organizations to enforce this regulation shall be considered sufficient cause to refuse further use of school buildings to the offending organizations. Applicants must assume responsibility for compliance with these rules and for any damage which may be done to the property.
13. Radio and television broadcasts of events may be permitted, upon written request, under the following conditions: Requests for permission to broadcast any event will be cleared by the department of Maintenance and Operations and respective school or department prior to granting of facility use permit. Request must be made at least two weeks prior to the date of the event. Arrangements for broadcast lines, television cables, booths, construction of towers, platforms, and electrical outlets must be made with the director of Maintenance and Operations. Applicants must assume responsibility for any costs incurred by the district for such broadcasts and for any damages which may be done to property and equipment by such broadcasts.
14. The department of Maintenance and Operations shall prepare necessary facilities/equipment rental fee schedules which are to be submitted to the board of directors for approval. This rental fee schedule will apply to the use of school auditoriums for classes, lectures, concerts, motion pictures, theatricals, entertainment, advertising demonstrations, manufacturers' dealer meetings, church lectures and meetings for promotion or advancement of their own organization or denomination and political meetings by an individual candidate or a single recognized political party for exclusively individual or party use, for which public halls generally are rented, and in particular to every event to which an admission charge or fee is made, or at which a collection is to be taken for the purpose of compensating the lectures, performers or organizations other than as provided.

15. Auditoriums may be rented by community organizations for meetings for advancement of community projects or programs, for non-partisan political meetings, for meetings by character-building organization other than for advancement of their own group, sect or denomination (for which the public hall rental school apply); meetings by city or their governmental bodies, free concerns, graduations by colleges, hospitals, parochial schools and all events to which an admission charge is made with the entire proceeds going to a recognized charitable organization.
16. Meetings of the state and county school directors' associations and other educational organizations and meetings called by the Educational Service District, and by district-recognized bargaining groups, shall be granted without cost. Principals may approve the use of school classrooms, auditoriums or gymnasiums by groups of school employees for professional or recreational activities if no additional expenses for custodial service or heat are involved. If additional costs are incurred it will be the responsibility of the renter to reimburse the district.
17. Girl Scouts, Boy Scouts, Cub Scouts, Campfire Girls and similar non-sectarian, non-profit and charitable groups organized for the benefit of district students may use district facilities at no cost.
18. Parent-Teacher-Student Associations, preschool associations and local building school community groups will not be charged for the use of district facilities during normal working hours and not requiring staff to work overtime.
19. High schools alumni associations may be granted the use of district facilities at no cost during normal working hours or on a cost reimbursement basis on weekends and holidays.
20. Sunday school or religious services may be held in schools when other quarters are not available. A reasonable rental plus reimbursement for heat, lights and custodial services will be required. Definite plans for construction of their own facilities must be indicated to the Maintenance and Operations department and on file before approval can be granted.
21. The rental charge for the use of any facility with synthetic facilities/fields for athletic events, entertainment, concerts, lectures, addresses, conventions, shows, etc., shall be as based on approved fee schedule, plus reimbursement of expenditures made by the school district in preparing, operating and cleaning of such facilities/fields in connection with such events. When other governmental branches or civic organizations desire the use of synthetic facilities/fields for addresses, concerts, demonstrations or displays which are free to the public, they may have the use of said facilities/fields by reimbursing the school district for actual expenditures incurred in preparing, operating and cleaning the facilities/fields. All concessions at synthetic facilities will be operated by the school district, or its designee, for the benefit of the high school activity funds. Permission to use

synthetic facilities/fields or any other school facility carries with it the obligation on the part of the user to honor all life passes issued to present and former school board members pursuant to the resolution of the school board adopted May 11, 1933.

22. Gymnasiums, when not required by the district or the school district/park district cooperative recreation program, may be rented for games at which an admission is charged. The building rental charge will be based on an approved fee schedule.
23. Dinners or special meals may not be served in the school lunchrooms except when sponsored by the school-affiliated PTSA, PTA, Booster Clubs or preschool groups, professional organizations or other groups upon approval of the school district. Light refreshments may be served after PTSA, PTA or preschool groups, provided prior arrangements have been made with the lunchroom cook-manager.
24. Swimming pools, when not required for the schools or the school district/park district cooperative recreation program, are available for use by outside groups at established rental fees. Renters must furnish the required lifeguard services and their own towels.
25. When Washington Interscholastic Activities Association (WIAA) schools are involved in sub-district, district-regional or state meets, the district will assume necessary custodial, maintenance, heating and lighting costs incurred in conducting qualifying events in district facilities. When outside schools are involved in any other events conducted in district schools, the district will provide services as stated above. However, any revenue over and above expenses for running the event, i.e. gate help, officials, meet manager, etc. will be remitted to the finance office to defray the costs of the above services provided by the district together with an itemized accounting of income and expenses.
26. During presidential election years, when major political parties are required to hold caucuses, as provided in RCW 29.13.010, no rental fee shall be charged.
27. Gyms, playgrounds, athletic fields and school facilities use will be in accordance with the following guidelines and conditions:

Authorized use of playground and athletic fields, in Tacoma School District No. 10, will be granted after application is made by completing a "Request / Authorization for Use of School Facilities / Fields" form" and providing appropriate certificate of liability insurance. This form is available at school district sites. The application will be submitted to the site administrators for his/her approval. The documents will then be forwarded to the department of Maintenance and Operations for final approval.

The following will have priority of use of school district facilities:

- a. Priority use of designated facilities will be given to each school at their site.
- b. Tacoma School District No. 10 student activities from other

- buildings.
- c. Requests for use of school district facilities by the Metropolitan Park District as per interlocal agreement.
 - d. Request for use of school district facilities by local youth organizations. (A local youth organization is defined as any group consisting of students (k-12) having 75% of their members residing within the Tacoma School District No. 10.
 - e. Requests for an authorization for use of school facilities will be granted for other groups in the following order of priority:
 - f. Request for use of school facilities by other school districts.
 - g. Request for use of school district facilities by local universities and colleges (University of Puget Sound, Pacific Lutheran University, and Tacoma Community College.)
 - h. Request for use of school facilities by local adult non-profit groups. (A local adult group is defined as any group above grade 12 having 75% of its members residing within the Tacoma School District No. 10 operating under a non-profit status).
 - i. Request for use of school facilities by outside youth groups. (Outside youth groups (k-12) are those participants in which 25% or more reside outside of the Tacoma School District No. 10.
 - j. Request for use of school facilities by non-local adult, non-profit groups (A non-local group is defined as any group above grade 12 having 25% or more of its members residing outside the school district.)
 - k. Request for use by commercial groups. (A commercial group is defined as any group or business licensed to do business within the State of Washington.

The site administrator is authorized to develop a system at his/her site to ensure that:

- a. No authorizations for use of school facilities will be granted for more than sixty days in advance.
 - b. An authorization will be granted on a first-come, first-served basis.
 - c. No group will be authorized for more than two times a week if other groups are requesting the facility.
28. A student or a group of students who wish to conduct a meeting on school premises during the non-instructional time shall file an application for permission for the meeting with the principal of the school building at which the meeting is to be held. The application shall state:
- a. The name and address of the student or students and an affirmation by the person preparing the application that the student(s) has voluntarily initiated the meeting.

- b. A description of the type of meeting and a statement of purpose and an estimate of expected attendance. This should be accompanied by a copy of any material used to advertise the meeting.

If a non-school attendee is to be in attendance, his or her name and address must be furnished, along with the organization with which he or she is affiliated, if any. If the meeting is a religious one, the non-school attendee shall furnish an affirmation that he is not directing, conducting or regularly attending the activity. The name of the faculty or staff sponsor/monitor of the meeting (if required) and if the meeting is for religious purposes, affirmation by that person that he/she is not participating in the meeting.

- 29. The principal shall approve the meeting if the application is so filled out and if determined that:
 - a. The meeting is voluntary and student-initiated.
 - b. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities.
 - c. Employees of the district are present at religious meetings in a non-participatory capacity.
 - d. Non-school persons are not directing, controlling or regularly attending the activity.
 - e. There is no school influence on the form or content of any prayer or religious activity during a meeting for those purposes.
 - f. No person will be required to participate in prayer or other religious activity during a meeting or activity.
 - g. No employee will be compelled to attend a meeting if the content at the speech at the meeting is contrary to his/her beliefs.
 - h. If the request is submitted, forms are received at least three days prior to the requested meeting.
 - i. Information on facility, equipment fee schedules, auditorium capacities, playfield information is available at the department of Maintenance and Operations.
 - j. The director of buildings and grounds will be responsible for developing and maintaining necessary operating procedures for the use of district facilities by outside groups.

Amended 1/22/13

USE OF SCHOOL FACILITIES

The buildings, grounds and facilities of Tacoma School District No. 10 are primarily to serve the educational needs of the students of the district. No other use shall be permitted to interfere with this primary purpose. Authorization for use of school facilities shall not be considered endorsement or approval of the activity, group or organization or the purposes it represents.

School facilities are purchased with public funds; therefore, facilities will be made available to the public. Activities directly related to the educational programs of the district shall have first priority in the use of facilities.

The board of directors may authorize non-commercial Washington state exempt, non-profit organizations and groups to utilize school facilities at no cost, or on a cost reimbursement basis if their use is required beyond normal working hours. This category includes groups and organizations dedicated to promotion of education, and general welfare activities of the community.

The Tacoma School District No. 10 does not wish to compete unfairly with private enterprise and therefore reserves the right to reject any applications for use of district facilities when it believes a commercial facility should be patronized.

The intent of this policy is to provide a service to the community but not to compete with local business establishments.

For purposes of prioritizing use of facilities, the following order of priority shall apply:

1. Official district or school-related programs or activities and district or school-oriented groups.
2. Non-profit youth organizations and school or employee-oriented groups within the district boundaries that provide services to district students or employees and other government entities, so long as fees or tuition are not charged to participants by the government entity. Priority for use within this category shall be based upon shared facility use agreement(s) with the Metropolitan Park District, and then others within this classification.
3. Other non-profit, civic and service groups not addressed in Paragraph 2, including non-profit organizations and non-commercial youth activities that are based outside the district.
4. Non-commercial groups that have a primary focus on meeting the needs of youth and/or adults in the community.

5. Commercial and other functions.

For rental purposes, the following fees/costs shall apply:

1. Official or school-related programs or activities may use facilities without charge.
2. For groups within Paragraph 2 above, when a facility is used outside of regular custodial hours, or the district incurs extra utility, cleaning, staff or other costs, a rental fee shall be charged to recoup those costs.
3. For groups within Paragraphs 3 and 4 above, a rental fee shall be charged in excess of costs incurred. Such excess charges may be waived when a service club or other non-profit entity is raising funds for charitable purposes. If a college or university is offering a course and charging tuition and the course is not primarily for district students or staff, its use shall fall under this category.
4. Commercial enterprises, including profit-making organizations and business-related enterprises, as well as groups that do not fit within the other paragraphs, shall be charged a rate in accordance with the fee structure outlined in Regulation 4260R.

Non-profit groups that typically have their own facilities including, but not limited to lodges, veterans groups, churches and granges, may use district facilities on a regular, but temporary, basis.

The superintendent is authorized to establish Regulations for use of facilities consistent with this policy, including, but not limited to, rental rates, supervisory requirements, restrictions, and security.

Legal References: AGO 1973 No. 26 Initiative No. 276 – School districts – Use of school facilities for presentation of Programs – Legislature – Elections

RCW 28A.320.510 Night schools, summer schools, meeting, use of facilities for
28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities

Adoption Date: 1/12/06

INSTRUCTIONS /FEE SCHEDULE FOR REQUEST / AUTHORIZATION FOR USE OF SCHOOL FACILITIES / FIELDS

1. Request and complete a **Request / Authorization for Use of School Facilities / Fields** form at the site where you would like to rent the facility / field. All sites manage their own building / field calendar. Call the number above for questions regarding fees, group type, and requirements.

A signature is required to indicate that the “General Rules for Use of School Facilities on the reverse side of the Request has been read, understood, and agreed to. Be specific on room and equipment requests. Make sure *all* contact information is listed and Group type is indicated. Note the Request number at the top of the form for easy reference when calling regarding your Request.

High School Stadiums, First Creek MS, Jason Lee MS, and Mason MS Turf Field Use Requests go through the Athletics Department: 253.571.1123

2. Return the form to the site. The following information must be attached:
 - Certificate of Liability Insurance with a minimum of \$1,000,000 for coverage that lists the “additionally insured” as Tacoma Schools District #10, c/o Buildings & Grounds, PO Box 1357, Tacoma, WA 98401 (Sites have a list of Certificates already on file.)
 - Non-Profit status paperwork 501c, if applicable
 - Team rosters reflecting 75% District participation, if applicable
 - Request for Sound/Lighting Technician, if applicable
 - Requests for Kitchen or Security are arranged by contacting the number listed on the form.
3. The site will review your Request. Both the Building Representative (Principal) and Chief Custodian must sign to approve the Request. The form is then sent to Buildings & Grounds for billing, if applicable, and a copy mailed out to confirm reservation.
4. District Requestors must fill in accounting for any possible custodial charges. A copy of the Request will be returned to the Requestor with estimated custodial time. Accounting will be entered during payroll for actual time submitted.
 - Requests must be presented at least thirty (30) days in advance of the date desired.
 - No Requests will be granted for more than sixty (60) days in advance.
 - Requests may only indicate dates in the current school year (September-August)
 - Requests will be granted on a first-come, first serve basis.
 - No group will be authorized for more than two (2) times a week, if other groups are requesting the facility.
 - A “second page” may be requested for repetitive monthly meetings over 3 months.
 - Payment is required prior to the event.
 - Decisions on fees are based on the Groups listed on the back.

GROUPS

- 1 The official programs and activities of the schools in the district.** (e.g., Associated Student Body (ASB), curricular and extracurricular student groups, District departments)
- A Local non-profit youth organizations or school oriented groups.** (e.g., Metro Parks, Girl/Boy/Cub Scouts, Campfire Girls, PTA/Booster organizations, groups of school employees for professional or recreational activities approved by the principal, school director associations, PSED, and other educational organizations, district recognized bargaining groups, High School Alumni Associations)
- B Non-local non-profit youth activities and small local non-profit adult organizations.** (e.g., Civic service/community groups)
- C Large local or non-local non-profit adult organizations.** (e.g., Colleges, religious institutions, adult athletics, government organizations)
- D Profit / private events.** (e.g., Organizations that charge admission and/or participation fees, business corporation events, weddings, receptions, private parties, fairs, semi-professional groups)

RENTAL RATES & FEES

Key to Fees

OT: Overtime

C: Custodial (based on hours in the building plus approximately 1-4 hours for cleanup with 3 hour minimum)

R: Rent (based on hours in the building)

U: Utilities

TT: Theater Tech (based on hours in building plus 1 hour for setup/breakdown)

Possible additional fees: Security: \$48/hr; Kitchen: \$30/hr for staff (billed by Food Services)

FACILITY / AREA	GROUPS / FEES / RATES				
Miscellaneous	1	A	B	C	D
Fields (C may apply @ high schools)	N/C	N/C	\$5/hr	\$15/hr	\$25/hr
Varsity Fields / Tracks	N/C	\$10/hr	\$20/hr	\$30/hr	\$40/hr
Classroom / Computer room	OT	\$48/hr C	\$48/hr C	\$48/hr C \$10/hr R \$1/hr U	\$48/hr C \$20/hr R \$2/hr U
Elementary Schools					
Multi-Purpose Room / Gym / Cafeteria	OT	\$48/hr C	\$48/hr C	\$48/hr C \$20/hr R \$2/hr U	\$48/hr C \$40/hr R \$4/hr U
Middle Schools / Professional Dvl Ctr					
Cafeteria / Commons / Auditorium*	OT	\$48/hr C	\$48/hr C	\$48/hr C \$20/hr R \$2/hr U	\$48/hr C \$40/hr R \$4/hr U
Gym	OT	\$48/hr C	\$48/hr C	\$48/hr C \$40/hr R \$4/hr U	\$48/hr C \$80/hr R \$8/hr U
*Jason Lee Auditorium	OT	\$48/hr C	\$48/hr C \$40/hr R \$4/hr U	\$48/hr C \$100/hr R \$10/hr U	\$48/hr C \$200/hr R \$20/hr U
High Schools					
Commons / Cafeteria	OT	\$48/hr C	\$48/hr C	\$48/hr C \$20/hr R \$2/hr U	\$48/hr C \$40/hr R \$4/hr U
Gym	OT	\$48/hr C	\$48/hr C	\$48/hr C \$40/hr R \$4/hr U	\$48/hr C \$80/hr R \$8/hr U
Pool	OT	\$48/hr C	\$48/hr C \$40/hr R \$4/hr U	\$48/hr C \$80/hr R \$8/hr U	\$48/hr C \$120/hr R \$12/hr U
PAC / Theatre / Auditorium	OT	\$48/hr C	\$48/hr C \$40/hr R \$25/hr TT \$4/hr U	\$48/hr C \$100/hr R \$25/hr TT \$10/hr U	\$48/hr C \$200/hr R \$25/hr TT \$20/hr U



From: The Satanic Temple of Seattle
To: PAUL KOCH
Subject: Re: Pt Defiance / Peachjar Flyer . . .
Paul,

Sent: Mon, 07 Nov 2016 17:48:31 GMT

Thank you very much for the info on Peachjar. Could you tell me what the room we're renting is called? I need the location for the flyer. Thank you!

Lilith Starr
Chapter Head
The Satanic Temple of Seattle

On Mon, Nov 7, 2016 at 9:34 AM, PAUL KOCH <PKOCH@tacoma.k12.wa.us> wrote:

Lilith,

Per our phone conversation last week, please route your group's proposed Peachjar flyer to Susan Anderson (253.571.1015) in the school district's Public Information Office for review and approval. Susan will work with you if you have any questions on the Peachjar process.

<https://www.peachjar.com/>

Paul Koch

Maintenance & Operations

253.571.3325

pkoch@tacoma.k12.wa.us





From: Satanic Temple Seattle
To: Susan Anderson
Subject: Re: Pt Defiance / Peachjar Flyer . . .Peachjar information

Sent: Mon, 07 Nov 2016 18:54:17 GMT

Attachments may contain viruses that are harmful to your computer. Attachments may not display correctly.



Reason Alliance IRS Authorization.pdf (170Kb)

Good morning Susan! Thank you so much for your help with this. I've attached our IRS authorization letter, and I will be uploading our flyer for your approval as soon as I hear back from Paul as to which room we'll be in.

Thank you very much!

Lilith Starr
206-403-5352

On Mon, Nov 7, 2016 at 10:04 AM, SUSAN ANDERSON <sanders2@tacoma.k12.wa.us> wrote:

Good Morning Lilith,

Thank you for your wanting to share your organization's program with our schools. All of our fliers are posted through Peachjar, which is a digital flier management system.

First, to verify you are a **non-profit** organization, I will need a copy of your 501c3 letter issued from the IRS or **other documentation** - please scan and email this back to me.

If you haven't already, you will want to set up your Peachjar account, for your convenience, [here is the Peachjar link for you](#).

If you have any technical, rate or general questions, you can contact our Peachjar representative: Jenna Davis. Her number is: (858) 997-2117 x107 or you can email her at: jennadavis@peachjar.com

Please make sure our District disclaimer is on your flier, see below:

Disclaimer Notice

In order to distribute your materials you must add the following disclaimer language to your flier:

The district does not sponsor this event/activity/offer and the district assumes no responsibility for it. In consideration for the privilege to distribute these materials, the Tacoma School District No. 10 shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

Once your flier is posted, it will come through me for a final approval to have posted with our schools that you select.

Please let me know if you have any questions.

Sincerely,

Susan R. Anderson

Administrative Secretary

Public Information Office

Tacoma Public Schools

P: 253-571-1015



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From: PAUL KOCH
Sent: Monday, November 07, 2016 9:35 AM
To: SATANICTEMPLESEATTLE@GMAIL.COM
Cc: SUSAN ANDERSON
Subject: Pt Defiance / Peachjar Flyer . . .

Lilith,

Per our phone conversation last week, please route your group’s proposed Peachjar flyer to Susan Anderson (253.571.1015) in the school district’s Public Information Office for review and approval. Susan will work with you if you have any questions on the Peachjar process.

<https://www.peachjar.com/>

Paul Koch

Maintenance & Operations

253.571.3325

pkoch@tacoma.k12.wa.us



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 31 2014**

REASON ALLIANCE LTD
519 SOMERVILLE AVE NO 288
SOMERVILLE, MA 02143-0000

Employer Identification Number:
47-1933964
DLN:
26053696001564
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
September 26, 2014
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5437

000037 (PRR 2406)

REASON ALLIANCE LTD

Sincerely,

Tamera Rippanda

Director, Exempt Organizations

Letter 5437

000038 (PRR 2406)



Archive Manager Export

From: Susan Anderson
 To: Satanic Temple Seattle
 Subject: RE: Pt Defiance / Peachjar Flyer . . .Peachjar information
 Lilith,

Sent: Mon, 07 Nov 2016 19:11:27 GMT

Thank you for sending your 501c3 letter to me. I now have this on file. Once you do submit your flier through Peachjar, I'll review it and make sure it has our district disclaimer on there before approving it to be shared with our schools you select.

Sincerely,

Susan R. Anderson

Administrative Secretary
Public Information Office
Tacoma Public Schools
P: 253-571-1015



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From: Satanic Temple Seattle [mailto:satanictempleseattle@gmail.com]
Sent: Monday, November 07, 2016 10:54 AM
To: SUSAN ANDERSON
Subject: Re: Pt Defiance / Peachjar Flyer . . .Peachjar information

Good morning Susan! Thank you so much for your help with this. I've attached our IRS authorization letter, and I will be uploading our flyer for your approval as soon as I hear back from Paul as to which room we'll be in.

Thank you very much!

Lilith Starr
 206-403-5352

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If you haven't already, you will want to set up your Peachjar account, for your convenience, here is the [Peachjar link](#) for you.

If you have any technical, rate or general questions, you can contact our Peachjar representative: Jenna Davis. Her number is: [\(858\) 997-2117 x107](tel:(858)997-2117x107) or you can email her at: jennadavis@peachjar.com

Please make sure our District disclaimer is on your flier, see below:

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Once your flier is posted, it will come through me for a final approval to have posted with our schools that you select.

Please let me know if you have any questions.

Sincerely,

Susan R. Anderson

**Administrative Secretary
Public Information Office
Tacoma Public Schools
P: [253-571-1015](tel:253-571-1015)**



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Cc: SUSAN ANDERSON
Subject: Pt Defiance / Peachjar Flyer . . .

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Per our phone conversation last week, please route your group's proposed Peachjar flyer to Susan Anderson ([253.571.1015](tel:253.571.1015)) in the school district's Public Information Office for review and approval. Susan will work with you if you have any questions on the Peachjar process.

<https://www.peachjar.com/>

Paul Koch

Maintenance & Operations

[253.571.3325](tel:253.571.3325)

pkoch@tacoma.k12.wa.us





Archive Manager Export

From: Carla Santorno
 To: satanictempleseattle@gmail.com
 CC: SUSAN SCHREURS ; Daniel Voelpel ; Stephen Murakami ; STEPHEN STORY ; PAUL KOCH ; Lisa Boyd ; CHRISTA EROLIN ; TONI PACE
 Subject: ASSC Response

Sent: Thu, 20 Oct 2016 14:18:38 GMT

Dear Ms. Starr:

In response to your request to offer an After School Satan Club at Point Defiance Elementary, you may submit an application on the Request/Authorization for Use of Facilities/Fields form. A sample of the form was previously sent to you. However, the forms are on NCR paper and therefore you will need to use one of the actual forms. You may obtain a copy of such a form from the main office at the school or by contacting Paul Koch at the Maintenance and Operations Department, pkoch@tacoma.k12.wa.us, or Susan Schreurs, sschreu@tacoma.k12.wa.us, Interim General Counsel.

After completing the form, submit it to the main office staff of the school. It will be reviewed to determine if the dates and times you request can be accommodated. You will also need to submit a certificate of liability insurance with the application that complies with paragraph 1 of the General Rules for Use of School Facilities. If your organization is a nonprofit organization, you will need to submit documentation that you are a 501c(3) organization. If the required paperwork is in place and there is availability at the school, the paperwork will be submitted to the Maintenance and Operations Department for final review and a copy will be e-mailed to you.

If your organization is approved for use at Point Defiance, distribution of permission slips would be through the District's on-line portal, Peachjar, just as it is for other non-District sponsored organizations.

Thank you,
 Carla J. Santorno



From: SUSAN SCHREURS
To: Satanic Temple Seattle
Subject: Automatic reply: Requested documents

Sent: Tue, 18 Oct 2016 22:06:35 GMT

I am out of the office attending a conference. I will respond to your message as soon as possible when I return.

Susan Schreurs
Interim General Counsel
Tacoma School District
Tacoma, WA 98401



From: Susan Anderson
 To: satanictempleseattle@gmail.com
 CC: PAUL KOCH
 Subject: RE: Pt Defiance / Peachjar Flyer . . .Peachjar information

Sent: Mon, 07 Nov 2016 18:04:48 GMT

Good Morning Lilith,

Thank you for your wanting to share your organization's program with our schools. All of our fliers are posted through Peachjar, which is a digital flier management system.

First, to verify you are a non-profit organization, I will need a copy of your 501c3 letter issued from the IRS or other documentation - please scan and email this back to me.

If you haven't already, you will want to set up your Peachjar account, for your convenience, here is the [Peachjar link](#) for you.

If you have any technical, rate or general questions, you can contact our Peachjar representative: Jenna Davis. Her number is: (858) 997-2117 x107 or you can email her at: jennadavis@peachjar.com

Please make sure our District disclaimer is on your flier, see below:

Disclaimer Notice

In order to distribute your materials you must add the following disclaimer language to your flier:
 The district does not sponsor this event/activity/offer and the district assumes no responsibility for it. In consideration for the privilege to distribute these materials, the Tacoma School District No. 10 shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

Once your flier is posted, it will come through me for a final approval to have posted with our schools that you select.

Please let me know if you have any questions.

Sincerely,

Susan R. Anderson

Administrative Secretary
 Public Information Office
 Tacoma Public Schools
 P: 253-571-1015



contain information that is privileged, confidential, proprietary or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify me immediately by e-mail and delete all copies.

From: PAUL KOCH

Sent: Monday, November 07, 2016 9:35 AM

To: SATANICTEMPLESEATTLE@GMAIL.COM

Cc: SUSAN ANDERSON

Subject: Pt Defiance / Peachjar Flyer . . .

Lilith,

Per our phone conversation last week, please route your group's proposed Peachjar flyer to Susan Anderson (253.571.1015) in the school district's Public Information Office for review and approval. Susan will work with you if you have any questions on the Peachjar process.

<https://www.peachjar.com/>

Paul Koch

Maintenance & Operations

253.571.3325

pkoch@tacoma.k12.wa.us





From: The Satanic Temple of Seattle
To: TAMMY MONDONEDO
Subject: RE: WSP Criminal History Application

Sent: Tue, 22 Nov 2016 23:21:46 GMT

Great, thank you.

Lilith

On Nov 22, 2016 2:19 PM, "TAMMY MONDONEDO" <TMONDON@tacoma.k12.wa.us> wrote:

Ms. Starr,

You may leave the account number blank. You can email the form to me @ LBoyd2@tacoma.k12.wa.us

Thank you

From: Satanic Temple Seattle [mailto:satanictempleseattle@gmail.com]

Sent: Tuesday, November 22, 2016 1:02 PM

To: TAMMY MONDONEDO

Subject: Re: WSP Criminal History Application

Dear Ms. Boyd,

We will fill these forms out as soon as possible and return them to you. One question--could you tell me what the form is referring to when it asks for "Account #" in the bottom section?

Also, please let me know what mailing address you would like us to use when we return the forms.

Thank you,

Lilith Starr

Chapter Head

The Satanic Temple of Seattle

206-403-5352

On Tue, Nov 22, 2016 at 12:48 PM, TAMMY MONDONEDO <TMONDON@tacoma.k12.wa.us> wrote:



Dear Ms. Starr:

I am the principal of Pt. Defiance Elementary School. Through the District’s facility department you submitted an application for use of the school. If you had come to the school to pick up the form, as most users do, you would have also been given a criminal history record form to complete. All outside users at Pt. Defiance Elementary, including the Good News Club and the YMCA, also complete a criminal history record check form as a part of the facility use application process. That form is attached. Please have the attached form completed and submitted for all adults who will be supervising the operation of your group at Pt. Defiance Elementary and return the form to me as soon as possible in order to have the information processed in advance of your proposed date of use.

If you have questions about this, please contact me.

Thank you,

Lisa Boyd, Principal
Point Defiance Elementary
(253)571-6900



Archive Manager Export

From: Satanic Temple Seattle
To: Michaela Reeder
CC: SUSAN SCHREURS
Subject: Re: Requested documents

Sent: Tue, 18 Oct 2016 22:06:30 GMT

Dear Michaela,

Thank you very much for sending the requested documents.

Lilith Starr
Chapter Head
The Satanic Temple of Seattle
satanictempleseattle@gmail.com

On Tue, Oct 18, 2016 at 3:04 PM, MICHAELA REEDER <MREEDER@tacoma.k12.wa.us> wrote:

Ms. Starr-

As requested in your email to Superintendent Santorno dated October 11, 2016, attached please find the following documents: District Policy 4260, Regulation 4260R, Instructions/Fee Schedule, and Request/Authorization for Use of Facilities.

Michaela C. Reeder

Paralegal/Public Records Manager

Office of the General Counsel

Tacoma School District

(253) 571-1093 - direct line

(253) 571-1440 – fax

Confidentiality Notice: This message is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is privileged, confidential, proprietary or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify me immediately by e-mail and delete all copies.



From: SUSAN SCHREURS
To: Satanic Temple Seattle
Subject: Automatic reply: Requested documents

Sent: Tue, 18 Oct 2016 22:06:35 GMT

I am out of the office attending a conference. I will respond to your message as soon as possible when I return.

Susan Schreurs
Interim General Counsel
Tacoma School District
Tacoma, WA 98401



Archive Manager Export

From: TAMMY MONDONEDO
 To: satanictempleseattle@gmail.com
 BCC: SUSAN SCHREURS ; Lisa Boyd
 Subject: WSP Criminal History Application

Sent: Tue, 22 Nov 2016 20:48:27 GMT

Attachments may contain viruses that are harmful to your computer. Attachments may not display correctly.



240430_request_for_chri_child_adult_abuse.pdf (282Kb)

Dear Ms. Starr:

I am the principal of Pt. Defiance Elementary School. Through the District's facility department you submitted an application for use of the school. If you had come to the school to pick up the form, as most users do, you would have also been given a criminal history record form to complete. All outside users at Pt. Defiance Elementary, including the Good News Club and the YMCA, also complete a criminal history record check form as a part of the facility use application process. That form is attached. Please have the attached form completed and submitted for all adults who will be supervising the operation of your group at Pt. Defiance Elementary and return the form to me as soon as possible in order to have the information processed in advance of your proposed date of use.

If you have questions about this, please contact me.

Thank you,

Lisa Boyd, Principal
 Point Defiance Elementary
 (253)571-6900

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845

A

REQUESTING AGENCY/ADDRESS

Agency _____

Attn _____

Address _____

City/State/Zip _____

I certify this request is made pursuant to and for the purpose indicated.

Authorized Signature _____

Date _____

Title _____

()
Area Code/Phone Number

B

PURPOSE

Check appropriate box

☐ Educational School District (ESD)/School District
Volunteer – no fee

☒ Non-Profit Business/Organization – no fee
(Excluding Schools & ESD's)

☐ Profit Business/Organization - \$17

☐ Adoptive Parent - \$17

☐ Receive background results electronically

Email address _____

Password _____ (must be at least 8 characters)

Fees: Make payable to Washington State Patrol by check,
money order, or business account.

**Notary letters certifying the results are
available upon request. There is an additional
\$10.00 processing fee per notary seal.**

Notarized Letter(s)

C

APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name(s): _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

D

WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION

As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.

Requesting Agency _____

Applicant's Signature _____

Applicant's Name _____

Address _____

City/State/Zip _____

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES



Refer to Revised Code of Washington (RCW) 43.43.830-43.43.845 for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington State businesses or organizations. Other states must conduct searches under the Criminal Records Privacy Act, RCW 10.97.

1. **Searches may be conducted only on prospective employees, volunteers, adoptive parents, prospective clients, or resident.** Background checks may be conducted on prospective employees, volunteers, or adoptive parents who will be or may have unsupervised access to children less than sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only. A prospective client's or resident's conviction record—upon the request of a business or organization that qualifies for exemption under section 501(c)(3) of the internal revenue code of 1986 (26 U.S.C. Sec. 501(c)(3) and that provides emergency shelter or transitional housing for children, persons with developmental disabilities, or vulnerable adults.
2. **Applicants must be notified an inquiry may be made.**
A business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, who may be offered a position as an employee or volunteer, that an inquiry may be made.
3. **A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted.**
A business or organization shall require each applicant to disclose whether the applicant has been:
 - (a) Convicted of a crime;
 - (b) Had findings made against him or her in any civil adjudicative proceeding;
 - (c) Has both a conviction and findings made against him or her.
4. **Applicants must be notified of the response.**
The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

Notes:

- "Business or organization" means a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age, or that provides child day care, early learning, or early learning childhood education services, including but not limited to public housing authorities, school districts, and educational service districts.
- "Client" or "resident" means a child, person with developmental disabilities, or vulnerable adult applying for housing assistance from a business or organization.
- The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited. A business or organization violating this subsection is subject to civil action for damages.
- Responses are limited to **Washington State records only**.

NOTE: The requested record information is furnished solely on the basis of name and/or description similarity with the subject of your inquiry. Positive identification or non-identification can only be effected upon receipt of fingerprints.

I have read and understand the above **CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES** pursuant to Revised Code of Washington (RCW) 43.43.830-43.43.845.

User Name _____ Account # _____

User Signature _____ Date _____

Reset password? ☐ YES or ☐ NO

MUST BE SIGNED BY ALL NON-PROFIT ACCOUNT USERS

Fax to (360) 534-2073



From: Satanic Temple Seattle
 To: Info ; Carla Santorno
 Subject: Facility Use Request for After School Satan Club

Sent: Tue, 11 Oct 2016 22:47:58 GMT

Dear Carla Santorno,

On June 11, 2001, the U.S. Supreme Court ruled that Child Evangelism Fellowship could have access to public school facilities to conduct Good News Club meetings. The decision stated that religious clubs such as the Good News Club must be given the same access to school facilities accorded any other non-school related group.

Many school districts across the country (including yours) have (or have had) Good News Clubs using their facilities. As a result, those schools have opened their doors to school clubs of all religious viewpoints. While The Good News Club is “working together with parents and the school to build solid moral and spiritual character into the lives of their children” based on their religious point of view, The Satanic Temple (TST) also has plans to enrich the lives of children in your district.

TST is a religious organization that seeks to encourage benevolence and empathy among all people. In addition, TST embraces practical common sense and promotes justice. TST facilitates the communication and mobilization of politically aware Satanists, secularists, and other advocates for individual liberty.

Today TST is active in a rapidly growing number of states and is expanding just as rapidly into foreign countries, fighting for free speech, religious liberty, and rational, science-based inquiry and education. TST’s “After School Satan Clubs” are led by caring Satanists from local chapters in the community near the school. These teachers receive specialized training from TST and background checks are performed on every teacher we approve.

The After School Satan Club (ASSC) meets once a month immediately after school for one to one and a half hours. The meeting day will be determined in accordance with the schedule of existing after school activities. ASSC meetings typically include a healthy snack, literature lesson, creative learning activities, science lesson, puzzle solving, and art project. Every child receives a membership card and must have a signed parental permission slip to attend.

The ASSC curriculum is based on principles that teach secular moral values, critical thinking, and self-determination. All children are welcome regardless of their religious background and parents are also welcome to attend. Safety is a priority and there will always be two or more adults with the children at all times. In addition, your school district will be provided a Certificate of Insurance for liability.

We would like to offer ASSC to the elementary-age children in Point Defiance Elementary School in your district. The purpose of this letter is to respectfully request that the Tacoma Public Schools District allow The

Satanic Temple's ASSC to use school facilities after school hours. We would also like to distribute permission slips to all children at Point Defiance Elementary in accordance with your distribution policy.

In replying to this letter, please provide us with a copy of your district policies and applications and procedures related to "usage of facility" in your school. You may send your reply to our email at: satanictempleseattle@gmail.com

It is our desire to support your district, to contribute constructively to your schools' programs, and to help children lead productive lives. We respectfully ask that you consider this program and we look forward to receiving your positive response. Thank you for your kind attention to this matter.

Sincerely,

Lilith Starr

Chapter Head

The Satanic Temple Seattle

satanictempleseattle@gmail.com



From: Satanic Temple Seattle
To: Andrea O'Brien-Henley
Subject: Available facility rental areas at Point Defiance?

Sent: Mon, 17 Oct 2016 20:30:45 GMT

Greetings! Our organization will be applying to rent facilities at Point Defiance Elementary for our after school club. Could you tell me which areas are available to rent at Point Defiance? We will probably not need much more room than a standard classroom.

Also, when we've completed our Request for Use of Facilities application, where should we mail it?

Thank you so much for the help!

Lilith Starr
Chapter Head
The Satanic Temple of Seattle
206-403-5352 / satanictempleseattle@gmail.com



From: Carla Santorno
To: satanictempleseattle@gmail.com
BCC: SUSAN SCHREURS ; Daniel Voelpel ; Joshua Garcia
Subject: Out of Office

Sent: Mon, 17 Oct 2016 15:50:21 GMT

Good morning,

I wanted to let you know that I have been out of the state at a conference in Florida since early last week and that I will respond to your email when I return.

Thank you,

Carla J. Santorno



From: PAUL KOCH
To: satanictempleseattle@gmail.com
BCC: Daniel Voelpel ; PAUL KOCH ; Lisa Boyd
Subject: Pt Defiance / Peachjar Flyer . . .
Lilith,

Sent: Mon, 07 Nov 2016 17:34:49 GMT

Per our phone conversation last week, please route your group's proposed Peachjar flyer to Susan Anderson (253.571.1015) in the school district's Public Information Office for review and approval. Susan will work with you if you have any questions on the Peachjar process.

<https://www.peachjar.com/>

Paul Koch
Maintenance & Operations
253.571.3325
pkoch@tacoma.k12.wa.us



EXEMPTION LOG

Public Records Request 2406
December 12, 2016

Date	Bates No.	Description of Document	Withheld or Redacted?	Explanation of Basis for Exemption
11/10/16	000001	Reason Alliance, Ltd. Check	Redacted	Bank account numbers redacted pursuant to RCW 42.56.230