

REQUEST FOR USE OF SCHOOL FACILITIES

Ontario School District 8C

195 SW 3rd Ave, Ontario, OR 97914

541-881-1274

All applications should be emailed to: Shelly Tensen at stensen@ontario.k12.or.us

Organization Representative: _____ Request Date: _____
Address: _____ Phone Number: _____
Email: _____ Group: _____ Time of Activity: _____
Description of Activity: _____
Supervised by: _____ Number of Attendees: _____
Start Date: _____ End Date: _____
Requested Location: _____ Requested Facility: _____

The organization/applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage with the Ontario School District named as insured party.

Insurance Carrier: _____ Policy Number: _____

(Proof of Insurance Attached)

Deposit (if appropriate) to be paid prior to use of facility(s): \$ _____

Fees to be paid prior to use of facility(s): \$ _____

Signature (Organization Representative)

Date

By signing, I accept the responsibility of the school facility requested and the safety of all activity parties. I will leave the facility in acceptable condition and accept responsibility for any damages to the facility while in my usage. Broken, damaged, or missing equipment will be charged to me at the actual replacement costs. I will supply emergency first aid supplies and an emergency phone with contact phone number of activity parties. I understand the Ontario School District is not responsible for any injuries or damage to personal property during the facility usage.

I understand the district requires payment for all actual costs of facility use. This may include but is not limited to: district representative fees, custodial fees, cleaning supplies, and utility costs. If an Ontario School District classified staff member performs these tasks outside of their regularly scheduled work day, I will be charged \$30 per hour, with a two hour minimum.

Office Use Only

Approval Signature

Date

Facility Inspector

Date

___ Acceptable ___ Unacceptable

Details/Description of Activity/Event:

Action taken:

Code: KGAdopted: 10/17/90

Readopted: 6/15/95

Orig. Code: KG

COMMUNITY USE OF DISTRICT FACILITIES

The Board encourages the use of district facilities by community or organizations or groups for education, recreation, social or civic purposes when such use of facilities does not interfere with the regular school program.

The superintendent shall establish regulations, including fees if appropriate, for public use of district facilities. Such regulations shall be approved by the Board and made available to the public at the district office and at the high school.

Board Regulations on the Use of District Facilities

1. District facilities will be made available to P.T.O. and similar school groups whose work is directly related to school activities without charge and at the discretion of the building principal or the superintendent.
2. District buildings and/or grounds shall be made available for use by community groups when such use does not conflict or interfere with regular school functions. The judgment of each building principal will be relied upon in determining such conflict.
3. Use of district facilities for other than school purposes shall be limited to religious, educational, cultural, recreational, and entertainment purposes.
4. When used by youth groups, such as Boy Scouts or similar organizations, the leader will be held responsible for the conduct of the group and the care of school property or equipment. Destructive or improper conduct shall be grounds for revocation of a permit.

Responsibilities of Those Granted Facility Use Permits

1. The permit holder shall be of good repute and demonstrate responsibility. The permit holder and any representatives shall be held personally accountable for fulfillment of the terms of the agreement including payment of fees and damages beyond ordinary depreciation of buildings or equipment.
2. The permit holder shall be responsible for the conduct and control of both patrons and participants and shall see that all state, city and district regulations governing safety are followed.
3. Persons using district premises at any time or for any purpose shall not consume, sell, give or deliver any alcoholic beverages in district buildings or on the grounds thereof. Violation of this section shall constitute grounds for the revocation of the existing permit and/or refusal of permission to use the building at any future time.
4. All arrangements for use of district buildings shall be made in accordance with instructions issued from the office of the superintendent.
5. Each permit shall state the specific areas to be used (such as auditorium, multipurpose room and kitchen or classroom number). The users shall confine their use of the building to the area or areas specified. Failure to comply with this regulation shall be grounds for revocation of the permit.
6. Applications for use of district buildings shall be made out on a form provided by the office of the superintendent. No application will be approved until the building principal has indicated that the premises are available on the day requested.

Payment of Rental Charges

1. Rental fees and custodial fees are charged for the buildings themselves and do not include furniture, equipment or services not ordinarily a part of the building or rooms involved. Use of any additional school furniture, equipment or services must be approved by the building principal.
2. Checks in payment of fees shall be made payable to School District 8C and sent to the district clerk of the School, Administration Office, 195 S.W. 3rd Avenue, Ontario, Oregon.
3. The fees shall reflect direct costs such as custodial time and utilities.

Use of the facilities for private commercial purposes is discouraged. Should the superintendent or his/her designee deem that a particular commercial purpose was acceptable, the fee is established at no less than 15% of the gross receipts derived from the event or activity.

END OF POLICY

Legal References: ORS 329.704 ORS 330.430 ORS 332.107 ORS 332.172

Cross Reference: Policy KGF/EDC - Authorized Use of District Equipment and Materials