

Elgin School District 23

Code: **KG-AR**
Adopted: 6/19/90
Revised/Readopted: 8/18/98; 8/19/13
Orig. Code(s): KG-AR

Elgin School District Facilities Use Agreement

Organization: _____

By: _____

Address: _____

Phone #: _____

This organization is:

- | | |
|---|---|
| <input type="checkbox"/> Public Educational Agency | <input type="checkbox"/> Profit-making Organization |
| <input type="checkbox"/> Community Nonprofit Organization | <input type="checkbox"/> Private Party |

Facility Desired: _____

Planned Use: _____

Date Requested: _____

Time: _____

Rules

The following rules must be strictly adhered to or the use permit may be immediately revoked:

1. Smoking is prohibited on school grounds. Alcoholic beverages are not permitted on school property.
2. The organization using the building shall be responsible for any damage to school property resulting from and during its use, natural wear and tear excepted. Damage deposits may be required in advance of organizations as deemed appropriate.
3. Anyone playing games or participating in activities in the gymnasium shall wear nonstreet gym shoes.
4. Fire and safety regulations of the state of Oregon and the city of Elgin are to be observed at all times.
5. Additional rules, as deemed necessary by the school administration, may be stipulated.

I understand the rules listed above and assume full responsibility for the above listed organization on the date noted. I further agree for the above listed organization to hold the Elgin School District harmless in any legal action or liability resulting from use of district facilities.

Signature

Date

School District Portion

Activity within custodial hours: Yes No
Is the supervisory employee assigned? Yes No
Facility fee collected: Yes No Date: _____
Supervisory fee collected: Yes No Date: _____

Principal Approval: _____ Date: _____

Copy of this form to the supervisory employee and the organization.

Guidelines stipulated in Elgin District School Board Policy KG - Community Use of District Facilities are outlined below:

1. Use of the school facilities after hours of the regular program is prioritized: school related activities: activities by other public educational agencies: school approved youth activities: community nonprofit organizations: use by private parties: community profit-making organizations: profit-making organizations based outside of the district;
2. A fee may be charged for use of the facilities, supervision, security and cleaning;
3. The administration may deny and/or revoke use requests when in its judgment, it appears to be in conflict with the welfare and best interests of the district and community;
4. Use of district facilities shall be discouraged during holidays.

Community Education Classes

1. District facilities may be used for community education classes.
2. Community education classes shall charge \$1.50 per contract hour.
3. Community education classes instructors will be reimbursed at a rate of \$1.25 per hour.

Administrative Guidelines for Community Education Classes

1. Community education class instructors shall submit tuition moneys to the deputy clerk after the first class meeting. In the event additional students join the class after this date, the instructor will notify the clerk within one week of the change and submit the tuition accordingly.
2. Community education classes are under the same guidelines for use of facilities as other groups outlined above.
3. A class list will be submitted to the district office after the first meeting updated each week if additional students join the class.

Building - Facility Security

1. Be sure all doors are secured before leaving the building.
2. If you have been checked out a key, you are responsible for it. Keys are not to be duplicated or given to anyone.
3. If the building is found open after you have been scheduled to use it, a fee will be charged for overtime pay to the custodian who must meet with the police to secure the building.

I understand the rules listed above and assume full responsibility for the above listed organization on the date noted. I further agree for the above listed organization to hold the Elgin School District harmless in any legal action or liability resulting from use of district facilities.

Signature

Date

Principal Approval: _____

Date: _____

Copy of this form to the supervisory employee and the organization.