

Harney County School District 3

Code: **KG-AR**
 Revised/Reviewed: 9/10/91; 8/13/13; 4/08/14
 Orig. Code(s): KG-AR

Request for Facility/Equipment

Name of Group: _____ Date of Request: _____

Person Responsible: _____ Telephone: _____

Bill to: _____ Amount of Fee: _____

Address: _____

School Needed: (Check one) Burns High School Hines Middle School
 Slater Grade School District Office Building (Lincoln)

Date	Time In	Time Out
_____	_____	_____
_____	_____	_____
_____	_____	_____

Activity _____ No. of Participants Expected _____ No. Allowed _____
 Classification _____ (i.e., district, educational/recreational, civic, private)

Check Facility Needed	Write in Number of Items Needed	
<input type="checkbox"/> Gym	_____ Chairs	_____ Screen
<input type="checkbox"/> Cafeteria	_____ Tables	_____ Showers
<input type="checkbox"/> Stage	_____ Risers	_____ Bleachers
<input type="checkbox"/> Classroom	_____ PA Systems	_____ Stage Lights
<input type="checkbox"/> Library	_____ Outlets	_____ Dress Rooms
<input type="checkbox"/> Locker Room	_____ Water	_____ Podium
<input type="checkbox"/> Kitchen	_____ Piano	
	_____ A.V. Equipment (specify) _____	
	_____ Other (specify) _____	

The user assumes all responsibility for any vandalism or damage which may occur to the facility while under their supervision and use. **It is required** that contact be made by user with the **activities director 24 hours** before the activity to enable him to locate any equipment and have it available for your use.

Will there be a custodian on duty? Yes No If not, does the group need to hire one? Yes No

Name of Custodian _____

On duty from _____ (Time) on _____ (Date) until _____ (Time) on _____ (Date).

Signature of Maintenance Supervisor _____ Date _____ Rate of customer pay/hour _____
 (Group agrees to pay customer if needed.)

If a staff member of the facility being used is present at the activity, a custodian is not usually needed. There will be a charge for facility use when a custodian is not on duty and is required to be at the activity.

If the facility is used for profit, the district will get 10% of the NET and will require a copy of the balance sheet.

Equipment will be loaned for a maximum of three days. If more time is needed, special permission must be obtained.

PRIORITIES

Class I School District Activities

- 1. Regular classroom activities.
- 2. School-sponsored activities for students; i.e., clubs, intramurals, dances, athletics.
- 3. School-sponsored activities for parents; i.e., plays, open house, parent-teacher conferences.
- 4. School-related groups and organizations; i.e., local school advisory committees.

Class II Recreational and Educational Programs

- 1. Adult education classes sponsored by the district.
- 2. Adult city park and recreation-sponsored programs and Burns/Hines sports programs.
- 3. Parent and/or community organization sponsored programs approved by the district for youth of the district.
- 4. College courses offered teachers; i.e., UO, OSU, State System of Higher Education.
- 5. All chartered youth groups; i.e., Boy and Girl Scouts, Boys Club, Campfire Girls. The indicators for this category are openness of membership and benefit to youth.

Class III Civic and Service Use

When no admission is charged or if a charge is made, the entire net proceeds go directly to charitable or school purposes. The indicators of this classification are public good (taxpayer benefit) and local civic groups as noted below.

- 1. Community organization meetings of a civic or service nature; i.e., Lions, Kiwanis, Hospital Auxiliary.
- 2. County and state agencies.
- 3. Water boards, commissions, etc.
- 4. Community groups sponsoring money-making activities that directly benefit the schools.
- 5. Nonprofit organizations conducting profit-making activities for charitable purposes.

Class IV Private Interest Groups (Deposit will be required prior to using facilities.)

- 1. Out-of-district groups.
- 2. Profit-making organizations.
- 3. Organizations collecting admission fees or donations for their treasury.

The undersigned understands that the facilities/equipment use may be terminated if the users abuse the use privilege, misuse the facilities/equipment or otherwise conduct themselves in an unbecoming manner.

Signature of User

Date _____

Activities Director
Harney County School District 3

Date _____

People who need a gym on a regular basis need to sign up by "Athletic Season" that coincides with activity/athletic schedule for fall, winter and spring activities.