

**Harney County  
School District 3**

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

**Building Use Request**

Community School Office  
Harney County School District #3  
550 N. Court Avenue  
Burns, Oregon 97720-2399  
(503) 573-7557

Date: \_\_\_\_\_

The \_\_\_\_\_ (Organization or individual) requests use of the \_\_\_\_\_  
\_\_\_\_\_ (Building and space) on \_\_\_\_\_ to \_\_\_\_\_

(Date(s)) from \_\_\_\_\_ to \_\_\_\_\_ (Time).

The purpose of this use is for: \_\_\_\_\_

1. It is agreed that the party or parties using the district facilities will exercise every care in protecting district property and, in the event damage results from improper supervision, a fair adjustment will be made.
2. All authorized use of district grounds or facilities require the user to leave the grounds or facilities in a condition equal to or better than when authorized for use.
3. District grounds/facilities will be adequately policed during the authorized activity and extreme care will be exercised to prevent any damage to district property and buildings, at the user's expense.
4. All litter, glass, etc., resulting from authorized usage will be removed at the user's expense immediately following the activity.
5. Any violation or wanton disregard of Board policy will result in automatic forfeiture of future use requests.
6. The using agency and/or individual must show proof of liability insurance for the requested activity.
7. Be it further understood that the Harney County School District #3 assumes absolutely no financial responsibility for any injury or accident, lawsuit, etc., that may occur during the user's tenure of grounds or facilities.

Organization Representative: \_\_\_\_\_

Phone Number and Address: \_\_\_\_\_

Charges: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_  
(District Coordinator)

Submit this completed form to the school office no later than three days prior to desired facility use.

**Copies to:**

District Coordinator  
Building Principal  
Building Custodian  
Organization Representative