

**Oregon School Boards Association
Selected Sample Policy**

Code: **KGE-AR**
Adopted: 1/8/97
Orig. Code(s): None

Building Use Request

Helix School District #1-R
P.O. Box 398 Helix, OR 97835
(541) 457-2175

Date _____

The (Organization) _____ Request the use of the (Building & Space) _____ on (Day) _____ (Date) _____ from (time) _____ to _____ beginning _____ ending _____.

The purpose of this use for _____

1. It is agreed that the party or parties using the school facilities will exercise every care in protecting school property and, in the event damage results from improper supervision, a fair adjustment will be made.
2. All authorized use of school 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. School ground/facilities will be adequately policed during the authorized activity and extreme care will be exercised to prevent any damage to school 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 District 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 Helix School District #1-R assumes 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: _____
(Superintendent/Principal)

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

Copies to:
District Superintendent
Building Custodian
Organization Representative