

Hermiston School District 8R

Code: **KG-AR**

Revised/Reviewed: 7/24/17; 10/16/17

Facilities Use Agreement

Date(s) Requested: _____ Date Submitted: _____
Organization/Group: _____ Purpose of Use: _____
Location: _____
Area/Rooms: _____
Event Start Time: _____ End Time: _____
Set Up Time: _____ Completion Time: _____

There is a processing fee of \$25 that is required for each Facilities Use application.

\$200 Reservation/Cleaning Deposit is required with signed Facilities Use Agreement. **Seventy-two-hour notice is required when cancelling an event or the deposit may be forfeited.**

A \$1,000,000 certificate of liability insurance is required, naming the Hermiston School District as an additional insured.

Yes No

I have read and understand this agreement and the additional guidelines which apply for the use of Hermiston School District 8R facilities/equipment. The Hermiston School District reserves the right to cancel this reservation if the user violates any requirements of this agreement or if usage of the facility is deemed irresponsible and/or unsafe. The building principal or district activities director will notify the user in writing explaining the reasons for the termination of the agreement.

Contact Person (Please print): _____ Signature: _____
Phone # (H): _____ (W): _____ Cell: _____
Email Address: _____
Billing Address: _____
Estimated Costs: _____

- Category 1**
Applicable User: Hermiston community organizations that possess 501(c)(3), non-profit or local government tax status. These organizations shall cooperate and coordinate with Hermiston School District in order to implement or promote programs for school-age youth and the greater community to align with district programs as requested by district employees. Programs including youth from other communities shall give first priority to Hermiston students. Rental fees are waived.
Rental fees are waived.
- Category 2**
All other nonprofit and local government entities
- Category 3**
All other users
- Additional Information:**
- Additional fees will be levied to any users if the District incurs unexpected costs resulting from the activity. The minimum guarantee rental fee shall be paid in advance. All school and non-school equipment, supplies, materials, etc. shall be approved before use. Activities shall have adult supervision at all times.
 - Users are responsible for making sure the piano is tuned for performance.
 - Performances requiring open flame or smoke producing devices need written approval from the Hermiston Fire Marshall's office prior to the performance.

For Office Use Only Permission for use: Granted Not Granted

By: _____ Date/Time: _____

Fee (includes \$25 processing fee): _____ Agreement Guidelines Distributed: _____ (Initials)

Inspected after use by: _____ Date: _____