

Hermiston School District 8R

Code: **KG-AR**
Effective: 8/9/05; 2/17/09; 11/14/11

Community Use of District Facilities

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain nonschool activities allow maximum community benefit, the following fee schedule, as amended from time-to-time, shall be in effect:

1. Damage/Cleaning Deposit Schedule

A \$200.00 Reservation/Cleaning Deposit is required with the signed facilities use agreement. A Seventy-two hour notice is required when canceling an event. Failure to provide sufficient notice may cause forfeiture of the deposit.

The deposits are not to be construed as a rental charge and are considered a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user's deposit. If the costs for damages/cleaning outweigh the deposit, the user will be billed for the additional overage. When a user's deposit has been exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the District Athletic/Activities Director may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

If field conditions or facilities usage is such that continued use would cause excessive damage or endanger the welfare of the participants, the District Athletic/Activities Director will determine continued use and alternative fields or facilities may be selected.

2. Rental Fee Schedule

- a. In addition to the required deposit, the following rental fees shall be required for **Youth Groups - Non-school Activities**.

	Area	Rental Fee
(1)	Gymnasiums	No fee
(2)	Kitchens	25.00 each use plus \$30.00 per hour for an on-site food service employee
(3)	Cafeterias	No fee
(4)	Classrooms	No fee
(5)	Auditorium	No fee
(6)	Fields (softball/baseball/soccer)	No fee
(7)	High School Commons	No fee
(8)	Libraries	No fee
(9)	Music Rooms	No fee
(10)	Track	No fee

b. The following rental fees shall be required for **Adult Non-school Activities**

(1)	Classrooms	\$10.00 per hour or part of an hour
(2)	Middle School Auditoriums	\$75.00 per day
(3)	High School Fine Arts	See Special Addendum
(4)	Gymnasium	\$50.00 per day
(5)	Cafeteria/Commons	\$50.00 per session (4 hours)
(6)	Kitchen	\$75.00 per session plus \$30.00 per hour for an on-site food service employee)
(7)	Grounds	\$100.00 (up to 10 events) (includes lights)
(8)	Custodial rate	\$30.00 per hour (when required)
(9)	Sound Technician	\$25.00 per hour
(10)	Distance Learning (Facility & Technician)	\$50.00 per hour
(11)	Lighting Technician	\$25.00 per hour
(12)	Stage Setup/Teardown	\$525.00 (Purple Gym)

3. Organizations requesting non school day facility use are required to have a District employee on site during the event. The District Athletic/Activities Director will assist organizations in securing a District employee for the event. If a District employee is not found to volunteer the organization will be charged for the supervision duty. The staff member is responsible for access, security, supervision, and coordination of cleaning. Every attempt will be made to use an employee whose regular assignment is at the facility of use. If district custodians are to be hired they will be compensated per the current collective bargaining agreement.

If neither a school custodian nor other staff member is available, the organization will be declined their Building Use Request.

4. If district kitchen facilities are used, a district employee will be on duty at the rate stated in the facility use. In some cases, custodians may be hired.
5. Decision as to custodian and cook hours will be made by the District Athletic/Activities Director.
6. Payment (deposit/rent) must be submitted and received before a Building Use Request form is issued.
7. The Athletic/Activities Director may require additional deposits or changes for special requests not covered by the policy.
8. All cleaning/security deposits remain the property of the user's organization and are refundable until such time an assessment is made against the user. The user shall be notified of such assessment activity.
9. All fees and assessment shall be deposited to the district office.
10. The District Athletic/Activities Director retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users' groups (damages, etc.) will be documented and may preclude future use.

11. If there is a question as to the group's classification, it will be reviewed by the District Athletic/Activities Director and a decision will be rendered.
12. All facility/grounds activities will be scheduled under the guidelines and time frames established by the District Athletic/Activities Director.

13. Definitions

	Area	Rental Fee
a.	Youth-related school activities (school athletics, clubs, etc.)	None
b.	Youth-related nonschool activities (Little League, 4-H, Scouts, Campfire Girls, etc.)	Deposit and Custodial if needed
c.	Adult-related school activities (community school activities, Booster Club, etc.)	Deposit and Custodial if needed
d.	Adult-related nonschool activities - buildings only (church groups, fraternal organizations, commercial groups, social, alumni, etc.)	Deposit, rental fees, and Custodial if needed
e.	Adult-related nonschool activities - grounds only (adult softball, volleyball, etc.)	Deposit, rental fees, and Custodial if needed

Any organization that cannot be clearly defined in the aforementioned groups shall be determined by the Board or its designee.

Hermiston School District Facilities Use Agreement (KG-AR)

Organization/Group to use the facilities/equipment _____

Facility Desired _____ Purpose of Use _____

Date(s) Requested _____ Time requested (include set-up time) _____

There is a process fee of \$25.00 that is required with each facilities use application.

\$200.00 Reservation/Cleaning Deposit is required with signed Facilities Use Agreement. **Seventy-Two hour notice is required when canceling an event or the deposit may be forfeited.**

A \$1,000,000.00 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 No.(H) _____ (W) _____ Email Address _____

Billing Address _____

The following fee schedule may apply to users, and will be determined by the district administrator when arranging for facility use.

✓ Facility	Cost
<input type="checkbox"/> Classrooms	\$10.00 per hour or part of an hour
<input type="checkbox"/> Middle School Auditoriums	\$75.00 per day
<input type="checkbox"/> High School Fine Arts	See Special Addendum
<input type="checkbox"/> Gymnasium	\$50.00 per day
<input type="checkbox"/> Cafeteria/Commons	\$50.00 per session (4 hours)
<input type="checkbox"/> Kitchen	\$75.00 per session (4 hours Food Service Personnel required at \$25.00 per hour)
<input type="checkbox"/> Grounds	\$100.00 (includes lights)
<input type="checkbox"/> Custodial Rate	\$30.00 per hour (when required)
<input type="checkbox"/> Sound Technician	\$30.00 per hour
<input type="checkbox"/> Lighting Technician	\$30.00 per hour
<input type="checkbox"/> Stage Setup/Teardown	\$525.00 (Purple Gym)
<input type="checkbox"/> Distance Learning (Facility and Technician)	\$50.00 per hour

Other Facility Needs:

✓ *Please check those that apply*

- | | | |
|---|--|--|
| <input type="checkbox"/> Lobby/Cafeteria | <input type="checkbox"/> Stage Screen | <input type="checkbox"/> Stage Lighting |
| <input type="checkbox"/> Piano* | <input type="checkbox"/> PA System | <input type="checkbox"/> Stage Sound System |
| <input type="checkbox"/> Band Room | <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Choir Room | <input type="checkbox"/> Additional chairs _____ (How many?) | <input type="checkbox"/> Media Support _____ |
| <input type="checkbox"/> Tables _____ (How many?) | | |

* Users are responsible for making sure the piano is tuned for performance.

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 nonschool equipment, supplies, materials, etc. shall be approved before use. Activities shall have adult supervision at all times.

NOTE: Performances requiring open flame or smoke producing devices will 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 _____
Name and Title

Fee (includes \$25.00 processing fee) _____ Agreement Guidelines Distributed: _____ (Initials)

Inspected after use by: _____ Date: _____
Name and Title

White-Facilities Director, with payment | Yellow-Facility User | Pink-Building Principal | Green-District Activities Director