

REGISTRATION FOR FACILITY USE

Step #1 – Please Print or Type

Step #1: Applicant must first be registered as an approved user before applying for site facility use. Applicant must provide complete information as requested in this application prior to consideration for registration. Complete form and mail to the attention of: **Facility Use**, Jefferson County School District 509-J, 445 SE Buff Street, Madras, OR 97741; or it can be emailed to: Facilities@509j.net.

APPLICANT NAME: _____		APPLICATION DATE: _____
NAMES OF AUTHORIZED REPRESENTATIVES: _____ _____		
GROUP/ORGANIZATION NAME (if applicable): _____	WEBSITE: _____	
GOVERNING BODY/AFFILIATION (if applicable): _____	WEBSITE: _____	
BILLING ADDRESS: _____		
CONTACT PHONE #1: _____	CONTACT PHONE #2: _____	
EMAIL ADDRESS: _____		
BRIEF DESCRIPTION/PURPOSE OF EVENT/ACTIVITY: _____ _____		
MARK ALL APPLICABLE:		
<input type="checkbox"/> YOUTH PROGRAM	<input type="checkbox"/> ADULT PROGRAM	<input type="checkbox"/> BOTH YOUTH & ADULT PROGRAM
<input type="checkbox"/> COMMUNITY EVENT	<input type="checkbox"/> FUNDRAISING EVENT	<input type="checkbox"/> TOURNAMENT EVENT
<input type="checkbox"/> EDUCATIONAL PROGRAM	<input type="checkbox"/> VENDING AT EVENT	<input type="checkbox"/> ENTRY FEE FOR PARTICIPANTS
<input type="checkbox"/> NON-PROFIT ORGANIZATION, 501c # _____		(FEDERAL VERIFICATION MUST BE PROVIDED)
<input type="checkbox"/> SPECIAL NEEDS (must specify) _____		

AGREEMENT (*Expires June 30 of current school year*)

The undersigned hereby makes application to the Jefferson Co. School District 509-J to become registered for use of school facilities and certifies that the information given in this application is correct. The undersigned further agrees he/she has the authority to make this application on behalf of the applicant.

The applicant agrees the User/User Group shall comply with all District Board Policies and District Building Rules and Regulations and will exercise the utmost care in the use of the school premises and property. The applicant agrees to reimburse the Jefferson Co. School District for any damages arising from the applicant's use of said facilities. The User/User Group is solely responsible for bodily injury and personal damage arising out of use of the facility and agrees to indemnify and hold harmless the school district, its board of directors and staff against any and all claims. **I understand applicants may be required to provide proof of liability insurance and may be required to list Jefferson Co. School District 509-J as an additional insured.**

The applicant hereby acknowledges that failure to submit a certificate of insurance, when required, will invalidate the Facility User Registration and Facility Use Application. In addition, the applicant hereby acknowledges failure to provide assessed deposits prior to facility use will also invalidate the Registration and Application for Facility Use.

APPLICANT SIGNATURE _____ DATE _____

FOR JCSD 509-J COMPLETION ONLY

<input type="checkbox"/> APPROVED, USER # _____	ASSIGNED USER CLASSIFICATION	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
<input type="checkbox"/> DISAPPROVED	CERTIFICATE OF LIABILITY INSURANCE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	501(c) VERIFICATION PROVIDED?	YES <input type="checkbox"/> NO <input type="checkbox"/>
REASON FOR DISAPPROVAL _____		
ADMINISTRATION SIGNATURE _____		DATE _____