

Molalla River School District

Code: **KG-AR(3)**
 Revised/Reviewed: 5/14/09; 7/10/14

Facility Use Request and Agreement

If use cancelled, a cancellation form must be completed

Organization/Nature of Organization	
Name of Supervisor	
Email	
Phone Numbers	
Address	
Type of Activity: <i>game, practice, class, clinics, fundraisers, tryouts, meeting, other</i>	
Building Requested <i>(circle one)</i>	MHS MRMS District Office PE Gym MES Mulino Rural Dell Clarkes Natural Resource Center
Specific Location	Describe area
Start Date (i.e. Monday, May 1, 2015)	
End Date (i.e. Monday, May 1, 2015)	
Time	FROM: AM/PM TO: AM/PM
Equipment Needed <i>Chairs, Tables, projector, etc.</i> <i>(Some equipment may be assessed a fee for use)</i>	
Set up Time Needed?	Yes / No
Set up Date / Time	Date for Set up Time
<i>For School District Use Only</i>	
Custodian Assigned	
Key/Access Card Assigned	
Category	ONE TWO THREE
Charges	

DISTRICT USE - APPLICATION PROCESS

<u>Received date and time</u>	<u>Reference Number Assigned</u>
<u>Date Scanned to School</u>	
<u>Certificate of Insurance Received?</u>	
<u>Date Approval received from School</u>	
<u>Date Scanned to Superintendent for Exception Approval</u>	
<u>Date scheduled on Outlook</u>	
<u>Process Complete Date</u> <u>Approved</u> <u>Denied</u>	
<u>Date Approval/Denial sent to applicant</u>	

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1. Keep the facility as clean as possible. Trash must be put in the garbage cans.
2. Dogs are not allowed on school grounds.
3. Riding bikes, scooters, and skateboards is not allowed on school grounds.
4. No use of tobacco products, alcohol or other drugs are allowed on school property.
5. Nothing to be set on the track, and only track shoes to be worn on the track.
6. Soccer goals are not to be moved without permission of the facilities coordinator.
7. Park only in designated parking lots.

- Your event may be canceled if a school function must be scheduled in the requested facility.
- All Board of Education policies and regulations will be observed.
- Your organization assumes full responsibility for the condition of facility being used during your time of use.
- Your organization agrees to defend, indemnify and hold harmless the Molalla River School District and those associated with it.
- User is responsible for all cost and expense of insurance required by District to be provided by user in connection with the facility use.
- Use of alcohol, drugs or tobacco products of any kind is prohibited.

ALL RULES have been read and agreed upon:

Signature of Representative responsible for activity and fees _____

Date _____ Phone numbers _____

Facility Coordinator Signature _____ Date _____

Applications and fees should be sent to
Molalla River School District
Attn: Facilities Coordinator
PO Box 188
Molalla OR 97038
503 829-2359 ext. 221
or walshd@molallariv.k12.or.us