

Mt. Angel School District 91

Code: **KG-AR**
 Revised/Reviewed: 3/17/95; 9/13/10; 5/14/12;
 6/10/13
 Orig. Code(s): KG-AR

Community Use of School Facilities

Sponsoring Organization: _____		School Requested: _____	
Contact Person: _____ Cell Number: _____		Date(s) of Use: _____	
Facility/Facilities Desired (please check)			
	Cafeteria	Time: _____	From: _____ To: _____
	Gymnasium with showers	Purpose of Use	_____
	Gymnasium without showers	Expected Attendance:	_____
	Classroom	Open to public?	_____
	Library	Will admission fee be collected?	_____
	Kitchen	If "Yes," amount per person:	\$ _____
	Grounds (specify) _____	If "Yes," for what purpose will proceeds be used?	_____

Statement of Assurances

The undersigned agrees to the following:

1. Outside of regular custodial hours, a school custodian must be hired to unlock the building, maintain building security, be available if necessary and finally secure building at end of use. \$30 per hour with a two hour minimum charge will be assessed. (Custodial charges may be waived if a school employee other than a custodian volunteers to assume responsibility for facilities security.)

 In addition, if the kitchen is to be used, a school kitchen employee must be hired to operate the equipment and supervise during the use. Charges for his/her services will be at a \$25 hourly rate with a minimum charge for two hours.
2. The majority of the people using the facility should be Mt. Angel School District residents. (A roster of names and addresses should be attached.)
3. The Board or its delegate 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.
4. Any and all posted regulations must be followed.
5. To make restitution for any loss or damage and to indemnify and hold harmless the Mt. Angel School District for any liability, loss and/or expense of any nature whatsoever, arising out of the injury or the death of any person or damage to the property of the Mt. Angel School District or any other event resulting in whole or in part from the acts of the sponsor, his/her agents or employees.
6. The use of alcohol, drugs or tobacco products is prohibited on all school premises.
7. Arrangements must be made at least two weeks in advance, but not more than two months in advance, and approval will only be for the current school year. If space is available, the minimum two week request may be waived by the principal.
8. The contact person for the sponsoring organization is responsible for supervision and security of the requested facility for the duration of the approved use.

9. Availability of facilities may vary on nonschool days due to changes in custodial work schedules.
10. The designated sponsoring organization/representative requesting the district facilities shall provide a Certificate of Insurance to the district with a minimum coverage of \$1,000,000 for each occurrence and \$2,000,000 aggregate coverage with the district named as additional insured. This does not apply to district-sponsored activities.
11. Building security following each activity use is the responsibility of the custodian or designated school official. Arrangements concerning time and date must be made with one of the following:

Kennedy High School, Principal	Phone: 503-845-6128
Mt. Angel Middle School, Principal	Phone: 503-845-6137
St. Mary's Public School, Principal	Phone: 503-845-2547

Any changes to the approved use must be cleared by the appropriate administrator prior to a change taking place. The principal must be notified of any cancellations immediately.

Signature

Date

Address

Phone

Facility/Grounds Use Fee Schedule

For the purpose of charging fees for the use of facilities/grounds, the Mt. Angel School District recognizes the following group designations:

- | | |
|----------------|--|
| Group A | <ol style="list-style-type: none"> 1. Individuals or groups using facilities for the purpose of making a profit. 2. Individuals or groups using facilities for the purpose other than those listed in Group B below. |
| Group B | <ol style="list-style-type: none"> 1. Individuals or groups conducting activities or charging an entrance fee or accepting donations or proceeds used solely for the support of civic and welfare causes. 2. Nonprofit and government organizations conducting activities and services solely for the benefit of Mt. Angel students. |

Basic Rental Charges

1. Use of large areas (gym, kitchen/cafeteria, etc.)
2. Use of small areas (classrooms, library, etc.)
3. Use of kitchen facilities

Group A

- \$20/hour
- \$10/hour
- \$25 flat fee

Group B

- Free
- Free
- \$25 flat fee

School Use Only		
	Yes	No
Facility Available		
Approval Granted		
Fees Required		
Total number of hours facility to be used		
Rental Charges (\$ _____ Per hour)	\$	
Custodial Charge Only - \$30/hour (minimum charge 2 hours)	\$	
Cook Charge Only \$25/hour (minimum charge 2 hours)	\$	
Total Charges	\$	

Signature of Principal

Date

1 Copy of Form to Requestor - 1 Copy to District Office