

## Use of Facilities and Grounds

### Rules and Regulations Governing After School Use of building and Grounds Schedule of Rental Fees of School District Facilities

Written application for use of school facilities and grounds shall be made with the building principal of the site requested. The group or organization making the request will receive written notification, approving or denying the request. **In all instances, pre-arranged school-related events and activities will take precedence over other requests for use of facilities and grounds.**

Individuals and groups using & occupying the facilities and grounds of North Marion School District are expected to comply with the following regulations and rental fee schedules. Your compliance with these requirements is expressed when you sign the **Facilities Use Request Form**. Failure to comply may result in denial of future use permits.

1. Approval will not be granted for any meeting which may in any way be prejudicial to the best interests of the schools or for which satisfactory sponsorship and adequate adult supervision is not provided.
2. The District reserves the right to deny facility or grounds use requests and/or to determine the location of a requested event and its appropriateness for a particular facility.
3. A paid school district employee must unlock and remain in the building during the approved use of the facilities requested and lock the building at completion of the event. Times designated by the agreement are specific for entry to the building and exit. Do not arrive early or request custodian to stay late.
4. If keys are issued, they must be returned the next school day following facility use.
5. Alcohol, Tobacco and/or illegal drugs are prohibited on all district property.
6. All users of district facilities must comply with State Fire Marshal regulations.
7. No dances, other than school functions shall be held in the school buildings except by approval of the Superintendent.
8. Kitchen facilities are restricted from use unless approved with arrangements made to have a qualified food service employee present to oversee kitchen usage.
9. Activities granted in district facilities must end by 11:00 p.m. unless written approval has been requested and granted.
10. Vehicles must be kept off the restricted grass areas, no parking zones, and fire lanes for emergency vehicles.
11. No profane language, boisterous conduct, betting, or any other objectionable practices will be allowed.
12. Gym floor use requires approved gym shoes for all activities, games and dances.
13. No decorations or application of materials to the walls or floors will be allowed without permission of the building principal. If approved, all decorations are to be removed by the group at their own expense prior to leaving facility.

14. Use of the building is restricted to that area which is specifically designated in the facility use agreement. Custodians may at their discretion or under direction of the building administrators restrict group access to any area of the building.
15. Any group must use bathroom facilities nearest the activity site as specified.
16. When using the cafeteria or commons for activities, only building custodians may raise and lower tables. Please notify the building administration in advance if your group needs to arrange for this service.
17. Adult leaders of organizations using school facilities shall be present at the opening time and shall remain with their groups until all members have left the school premises.
18. The applicant shall be responsible to the building principal for the observance of all rules, regulations, and insuring that facilities, field, crowd areas and restrooms are clean and in proper order before leaving, unless custodial time has been secured as a part of the facility use fee.
19. Applicants shall return furniture to its original setting.
20. The applicant shall accept full responsibility for any damage to school property, repay or replace school materials or supplies used, and agree to protect, indemnify and save the district from all liability resulting from use of said facility.
21. Approved applications for the use of school facilities shall be revocable and shall not be considered as a lease.
22. The district reserves the right to require supervision of facilities by law enforcement, if they so deem. Charges will be assessed to the user.
23. The building administration will make every effort to provide the facility available as agreed. However, in the case of last minute schedule changes or school closures access to the building may be denied.
24. Animals are not permitted at any activity or event when children are present unless guide dogs and assistance guide animals serving as guides for the disabled.
25. Any activities that violate this agreement may jeopardize a group's access to the building.

**More Information:**

- Fees for building use will be charged according to the Facility/Grounds Use Fee Schedule. Additional charges for use of grounds/facilities may be required for use outside normal custodial hours.
- Requests shall generally be limited to use of facilities, furniture and ground space. Use of equipment may be requested but must have prior approval of the site administrator. Equipment under the responsibility of the District must have prior approval of the District Administrator. Any equipment operation costs will be the responsibility of the facility user.
- All outside entities must accept the possibility that their accepted and scheduled event may be cancelled or moved to another location as determined by the District and in accordance with these regulations.
- Sponsoring groups and organizations are expected to have proof of liability insurance sufficient to cover accidents to the participants and damage done to the facility or school district property.

**(School District Facilities and Grounds Use Fee Schedule - see page 4)**

North Marion School District 15  
 20256 Grim Road NE, Aurora, OR 97002  
 Phone: 503-678-5835 or 503-678-7100

## FACILITIES USE REQUEST FORM

**Individual, Group or Organization Name:** \_\_\_\_\_

Purpose of Meeting/Event: \_\_\_\_\_ Group Category (I, II, III): \_\_\_\_\_

Building/Grounds or Room(s) Requested: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

**Date(s) of Meeting/Event:** \_\_\_\_\_  
(No Holidays, Winter, Spring or Summer Break unless school district activity)

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_ (No later than 11:00 p.m.)

Estimated # in attendance: \_\_\_\_\_ Will admission or registration fees be charged? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Will a school district employee be present? If Yes, Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_ Email: \_\_\_\_\_

**IMPORTANT- PLEASE READ:** *Individuals & groups using and occupying the facilities and grounds of the North Marion School District must Read, Understand and Comply with the RULES AND REGULATIONS GOVERNING AFTER SCHOOL USE OF BUILDINGS & GROUNDS Schedule of Rental Fees, and will assume all responsibility for his/her organization, any damages that may occur. Proof of Liability Insurance is required. Your understanding & compliance with these requirements is expressed when you sign this Facilities Use Form. Failure to comply with these rules and regulations may result in denial of future facilities use permits.*

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FACILITIES USE CHARGES - Complete ONLY if Rental, Custodial or Maintenance Fees Apply**

Refer to School District Facilities & Grounds Use Fee Schedule for Group II and III rates (page 2). Fees may be adjusted if rental contract terms change.

		<b>Rental Charges</b>
_____ hrs. X _____ (per/hr):	Building Rental Fee:	\$ _____
_____ hrs. X _____ (per/hr):	Custodian/Maintenance:	\$ _____
_____ hrs. X _____ (per/hr):	Food Services (Kitchen):	\$ _____
_____	Equipment/Other Charges:	\$ _____
<b>PAYMENT DUE IN FULL PRIOR TO EVENT</b>		<b>TOTAL DUE:</b> \$ _____
		<b>AMT. PAID:</b> \$ _____

**OFFICE USE ONLY**       **Approved**     **Not Approved** *REASON:* \_\_\_\_\_

**Building Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature Required** *if Rental Fees charged:* \_\_\_\_\_ **Date:** \_\_\_\_\_

Superintendent or Designee

Requested building administration is responsible for securing custodian, food service and equipment if needed, and to contact the Business Manager for collection of rental fees if charged.

Original: Bldg. Office | **Pink:** Applicant | **Yellow:** Custodian/Maint | **Green:** Dir of Security | Photo-copy (if applicable):     Dir of Food Service  
 Business Manager

**SUBMIT THIS FORM TO THE REQUESTED BUILDING SECRETARY**

## SCHOOL DISTRICT FACILITIES & GROUNDS USE FEE SCHEDULE

For the purpose of charging fees for the use of facilities/grounds the North Marion School District recognizes the following group designations:

**GROUP I - SCHOOL DISTRICT ACTIVITIES:** Groups providing direct service to North Marion School District activities;

1. School-sponsored activities for students
2. School-sponsored activities for parents
3. School-sponsored organizations and groups
4. District-sponsored activities

**GROUP II - RECREATIONAL AND EDUCATION PROGRAMS:** (charges may be assessed)

1. Adult education classes, city parks & community recreation programs, community-sponsored programs for adults & youth of our district.
2. Groups whose purpose are both not-for-profit and non-religious in nature are comprised of patrons residing in North Marion School District.

**GROUP III - CIVIC CLUBS AND ORGANIZATIONS**

1. Individuals or groups using facilities for the purpose of making a profit and proceeds are used for support of civic and welfare causes.
2. Religious groups using facilities on a temporary basis (less than one year) for instructional and/or religious reasons.
3. Individual Use
4. Out-of-District Use

### Basic Rental Charges - Per Hour (2-Hour minimum)

	Classroom	PS or IS Multipurpose	MS or HS Commons	MS or HS Gym	Stadium/Fields
Group I	N/C	N/C	N/C	N/C	N/C
Group II	\$15.00*	\$25.00*	\$25.00*	\$25.00*	\$25.00*
Group III	\$30.00*	\$50.00*	\$50.00*	\$50.00*	\$50.00*

### SCHOOL KITCHEN FACILITIES MAY ONLY BE USED WITH A DISTRICT COOK PRESENT

- If a custodian is required for opening/closing the facility or cleanup outside of his/her regularly scheduled work hours, an additional \$25/hour will be charged.
- If a food service employee is required to be on premises outside of his/her regularly scheduled work hours, an additional \$15/hour will be charged.
- Any equipment operation costs will be the responsibility of the facility user.
- Payment is due in full prior to the event unless other arrangements have been made with the district business manager.
- For situations where the activities may extend over a period of weeks or months, a deposit of the first month's use shall be paid upon approval of the Facility/Grounds Use Form. The balance will be billed to the sponsoring group or organization on a monthly basis.

If you have any questions or concerns regarding rental fees, please contact the business office at 503-678-7102.