

# Pleasant Hill School District 1

Code: **KG-AR(2)**

Revised/Reviewed: 1/10/00; 4/01/14

36386 Highway 58  
Pleasant Hill, OR 97455  
Phone 541-746-9646 | Fax 541-746-2537

## Gyms, Fields, Parking Lots – Facility Use Request Form

Organization Name: \_\_\_\_\_ Non-Profit?  Yes  No  
 Contact Person: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Preferred Phone:  Home \_\_\_\_\_  Cell \_\_\_\_\_  Work \_\_\_\_\_  
 Other Phone:  Home \_\_\_\_\_  Cell \_\_\_\_\_  Work \_\_\_\_\_

Purpose for use of facility \_\_\_\_\_

Number of people expected \_\_\_\_\_ Is the event open to the public?  Yes  No

Indicate day(s) of the week:  Mon  Tues  Wed  Thu  Fri  Sat  Sun

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  AM  PM End Time: \_\_\_\_\_  AM  PM

Areas: Elementary -  Elem Gym  JH Gym  JH MP  Cafeteria  
 High School -  Gym  GP Room  
 Other -  Playing Field \_\_\_\_\_ (specify)  
 Other -  Parking Lot \_\_\_\_\_ (specify)

- Class I Pleasant Hill School district sponsored activities for students, parents and related organizations. (Class I please submit completed form to school office or to the district office for PHCC)
- Class II Civic and service use - Nonprofit community service groups; individuals or schools outside PHSD using facilities for personal use. (Class II please submit completed form to district office.)
- Class III Profit groups or individuals; fund-raising groups; nonschool groups receiving donations. (Class III please submit completed form to district office and including advertising materials.)

| Area   | Class I | Class II     | Class III    |
|--|---------|--------------|--------------|
| <input type="checkbox"/> Gym, HS GP Room, JH MP Room, EL Cafeteria                       | None    | \$10 per hr. | \$30 per hr. |
| <input type="checkbox"/> Fields - Turf Field * (with lights are additional \$25 per hr.) | None    | \$20 per hr. | \$30 per hr. |
| <input type="checkbox"/> Parking Lot   | None    | None         | \$10 per hr. |

Custodial Services needed?  Yes  No  
 Activity takes place within custodial hours?  Yes  No  
 Heat/Air conditioning needed?  Yes  No  
 Tables/Chairs needed?  Yes  No

**PLEASE NOTE:**

- A refundable security/cleaning deposit will be collected in advance of activity (\$50-\$250).
- An insurance binder is required for Class III users and may be required for Class II users.
- Custodial costs (time and one half plus benefits) are \$32.75 per hour for 2014.
- District security is provided by Sonitrol Security Systems. **Failure to key into and out of district facilities may result in additional security charges.** Security services are \$45 per hour for 2014. Please be sure you know how to properly use the system.

\* Teams using the field may be charged at a high rate if set-up/take-down, custodial services, security and/or other services are needed. These services and fees will be at the discretion of PHSD.

**IT IS MY UNDERSTANDING, AS CONTACT PERSON FOR ORGANIZATION, THAT:**

1. Only the facilities requested will be used.
2. Times and dates as specified shall be adhered to and notification to the school office is necessary if there is to be any change.
3. Every effort will be made to maintain cleanliness and care of the facility.
4. Any damage of items in need of attention/repair will be reported to the custodian or principal upon leaving or by the next business day.
5. It will be necessary to relinquish use of the facility if a school function is scheduled on the same date.
6. Cooperation is expected in order to make facilities available to all groups.
7. Key will be returned, if issued, as per instruction a time of issue.
8. Rules as posted or otherwise provided must be followed.
9. Failure to abide by the terms of this agreement may result in the denial of further use.
10. The school is under the Sonitrol electronic surveillance system. Please key in and out properly if you are the first in or last out of the buildings. Failure to do so may result in an additional charge.
11. An insurance binder will be provided for all Class III users and some Class II users.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Superintendent Signature

**Insurance Binder Guidelines**  
Any Class III user and some Class II users must obtain and maintain a General Liability Insurance Policy naming Pleasant Hill School District No. 1 as the additionally insured with the following limits:

\$2,000,000 General Aggregate, including wrongful acts and sexual molestation.  
 \$1,000,000 Each Occurrence  
 \$1,000,000 Personal and Advertising Injury, \$1,000,000 Damage to Rented Premises  
 \$10,000 Medical Expense, Waiver of subrogate on Worker’s Compensation coverage

**Certificate of insurance needs to be provided to the district prior to using the facilities.**

**Playing Field and Gym Priorities**

- 1 Pleasant Hill School teams - games and practice sessions.
- 2 Pleasant Hill summer teams - games and practice sessions.
- 3 KIDSPORTS, Babe Ruth, SA, AYSO, other youth teams - games and practice sessions.
- 4 Community groups.

**(FOR OFFICE USE)**

Athletic Director approval: Signature \_\_\_\_\_ Date: \_\_\_\_\_

Availability confirmed by \_\_\_\_\_ Date: \_\_\_\_\_

**Estimate of Fees:**

Facility charge \$ \_\_\_\_\_ Per hour x \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Custodial costs \$32.75 per hour x \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Total Estimate for use \$ \_\_\_\_\_ Security/Cleaning Deposit \$ \_\_\_\_\_

Contact Person Notified By \_\_\_\_\_ Date: \_\_\_\_\_

Pre-payment of \$ \_\_\_\_\_ received \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by  Cash  Check No. \_\_\_\_\_

Additional custodial charges incurred \$ \_\_\_\_\_

Security service charges incurred \$ \_\_\_\_\_

Security/Cleaning deposit (refunded) or additional payment due \$ \_\_\_\_\_ Paid \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Insurance Binder Received:  Yes  No  N/A Date: \_\_\_\_\_

Key # Issued \_\_\_\_\_ Returned:  Yes  No Date: \_\_\_\_\_