

Community Use of District Facilities

The district welcomes patrons of the district to use district facilities at various times during the year. If a conflict of scheduling occurs, school functions will have first priority over other proposed events. Listed below are regulations governing all community use of district buildings and grounds.

Rules and Regulations

1. All requests must be approved in writing by the superintendent.
2. All requests must be made at least one week in advance of the date scheduled for the activity.
3. A Building and Ground Use form must be filled out and signed by the person responsible for the scheduled activity. Forms will be placed in the superintendent's file subsequent to approval and signature on the request form.
4. Sponsors of all activities must be a minimum of 21 years of age.
5. Use of tobacco, controlled substances or drinking of alcoholic beverages are not allowed in any school building.
6. A district cook or approved personnel must be present at any time a cafeteria kitchen is used. The services of the cook are to be paid for by the organization using the kitchen.
7. The use of public school buildings are subject to Oregon law.
8. Arrangements may be made for the use of the common's concession stand but all food and drink must be consumed in the commons area only. No food or drink may be taken into the main auditorium or into any of the three classrooms in the auditorium.
9. Auditorium and commons sound system and lighting system may be operated only by trained persons. The services of that person are to be paid by the organization using the facility. A list of trained operators will be made available.
10. To cover cleaning/breakage fees, the district is requiring all organizations to attach a check to the application. The uncashed check will be returned, provided all keys are returned and there are no problems.
11. Charges for the use of district buildings and grounds are evaluated annually and will be available upon request at the district office.

Application for Use of School Buildings and Grounds

In accordance with Board policy, community groups will be permitted and encouraged to use school facilities for worthwhile purposes when such use does not interfere with school programs.

When this form has been processed and signed by all appropriate school personnel, you will receive approval by phone and/or a copy of this form in the mail. Please do not plan on using the facilities until official approval has been given. Thank you for your assistance.

1. The following regulations apply to the use of all district buildings and grounds. The administration requests that all organizations comply with the following check list:
 - a. Remove all garbage from the premises;
 - b. Turn off all lights, except night lights;
 - c. Flush all toilets and urinals;
 - d. Leave the premises as you found them.
2. Any individual or group using district buildings and grounds is responsible for any and all damages to the premises or equipment.
3. The district will not be held responsible for any accidents, losses due to fire or theft, etc., that occur during such time as the facilities are in use by outside school groups. Each group is responsible for policing its members and participants and furnishing its own liability coverage.

Name of Organization

Purpose of Organization

Type of Activity

Building or Grounds to be Used

Date to be Used

Time

Sponsor's Signature

Date of Request

Sponsor's Address

Sponsor's Phone

Cafeteria Manager's Signature (If kitchen is to be used)

Principal's Signature

Approved Disapproved - Reason _____

Superintendent's Signature

Approved Disapproved - Reason _____

Fee to be Charged _____

Application Renewal Required September of Each Year