

# Scappoose School District 1J

Code: **KG-AR(1)**  
 Revised/Reviewed: 1/18/13; 4/13/15; 4/19/18  
 Orig. Code(s): KG-AR(1)

## Facility Use Permit

Organization: \_\_\_\_\_ Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Building: \_\_\_\_\_ Facility: \_\_\_\_\_  
 Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Email: \_\_\_\_\_  
 Purpose for facility use: \_\_\_\_\_ Admission: Y N \$ \_\_\_\_\_  
 Equipment requested: \_\_\_\_\_ Fund raiser: Y N

**Fee Schedule:**

All usage fees are based on a two-hour minimum. Other charges may apply. (See Board Policy KG - Community Use of District Facilities)

Facility	Category One	Category Two	Category Three
Gymnasium (single use)	0	\$25 Processing fee	Minimum \$36 per hour**
Gymnasium (season)	\$100 per gymnasium + \$25 Processing fee		
Cafeteria	0	\$25 Processing fee	Minimum \$36 per hour**
Kitchen*	0	\$25 Processing fee	Minimum \$18 per hour**
Classroom	0	\$25 Processing fee	Minimum \$18 per hour**
Athletic Field (single use)	0	\$25 Processing fee	Minimum \$36 per hour**
Athletic Field (season)	\$250 per field + \$25 Processing fee		
Computer lab*	0	\$25 Processing fee	Minimum \$36 per hour**
Auditorium	See Auditorium Fee Schedule		
False Alarm Fee	0	\$100	\$100

\$25 processing fee is per facility, per use permit, not to exceed the school year, **is due at time of application**.  
 \$15 key card fee may be assessed, as necessary.

\*District staff personnel required. A minimum of three and a half (3½) hours is required when paid personnel are required.  
 \*\*Additional custodial fee may be assessed.

Kitchen rate includes one staff member – additional staff each @ \$40.00/hr  
 Custodial personnel – for time spent outside regular hours @ \$40.00/hr

Other surcharges may be applied as deemed appropriate and reasonably by the Business Manager.

I understand and agree to see that all Facility Use Rules (attached) are followed.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Representative Signature

**District Use:**

Date Received: \_\_\_\_\_ Fees: \$ \_\_\_\_\_  
 District Employee assigned/attending: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Facility coordinator approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Facility Administrator approved: \_\_\_\_\_ Date: \_\_\_\_\_

## Permit Process

To be valid, a Facility Use Permit must be submitted by the requesting person or group to the superintendent or superintendent's designee, and the requested facility use must be coordinated with and approved by administrators of the requested facility. Permission for facility use will not be granted until the district has processed a valid Facility Use Permit.

By signing the Facility Use Permit, the person or group requesting facility agrees to all of the Facility Use Rules listed in this policy, as well as any guidelines or rules listed on the Facility Use Permit. The original copy of the agreement will remain at the district office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

## Facility Use Rules

1. Facility use will be granted for a single date or a period not to exceed three months. Requests must be resubmitted if the permitted user desires to continue using the facility beyond three months and will be renewed in three-month increments.
2. Security numbers, keys or electronic cards will be assigned to the person completing the Facility Use Permit form by the superintendent or superintendent's designee and are not to be shared with anyone not designated on the Facility Use Permit.
3. The permitted user of district facilities is responsible for proper care and adequate supervision during the permitted activity and is expected to treat the facilities with respect and exercise care to prevent any damage to district facilities. In the event of damage resulting from inadequate care or supervision, a fair assessment of the damages will be made and repairs of the damages paid for by the Facility User Permit applicant.
4. The permitted user is liable for any injuries incurred to people participating in the activity for which the facilities have been permitted. Scappoose School District assumes absolutely no financial responsibility for any injury or accident, lawsuit, etc., that may occur during the permitted use of district facilities.
5. Unless otherwise approved by the superintendent or the superintendent's designee, a school district employee, approved by the principal, must be present and responsible for building security and cleanup for activities held during hours when a custodian is not on duty. If no one is available and a building custodian must be called back to cover the activity, the organization will be responsible for paying all salary and benefit costs to the district. If neither a school employee nor custodian is available, the facility use permit may be denied.
6. If the permitted user requires the use of a kitchen, a district employee approved by the Food Service Director or designee will be assigned the task of supervising the kitchen, with the organization being responsible for the costs. Payment or rental and personnel charges shall be made to the district prior to using the facilities. All applicable health regulations will be strictly adhered to. The Facility Use Permit must be in possession of the person in charge at all times. There will be no food prepared in another location brought into the school kitchen. Store-bought, prepackaged foods may be used, or food may be prepared in the school kitchen in accordance with the Oregon State Food Code.
7. Proof of the permitted user's liability insurance policy may be required and if so, a copy of the policy shall be attached to the Facility User Permit on file in the district office.
8. All permitted users of district facilities must comply with all federal and state regulations related to equal opportunity and discrimination.
9. All permitted users of district facilities must comply with all restrictions placed on the facility by the fire marshal.
10. All permitted users will comply with district policies concerning conduct on district property. Any violation or wanton disregard of district policies or any building guidelines will result in automatic forfeiture of future opportunity to use district facilities.
11. **Bumping:** The superintendent or designee reserves the right to bump, or otherwise interrupt, previously scheduled activities and events in order to regain facility use for district activities and events designated as higher priority. Users will be notified in advance of the schedule readjustment of the district's "intent to bump" at the earliest possible date.
12. Exceptions to the facility use rules listed above may be made at the discretion of the superintendent or his designee.