

Silver Falls School District 4J

Code: **KG-AR**
Adopted: 10/91-E
Readopted: 9/08/97; 6/13/11; 8/11; 4/17;
7/09/18

Community Use of District Facilities

The district may permit community organizations and groups the use of school facilities for worthwhile activities and purposes provided they pay the usual rental, reimburse the district for employee services for any hours necessary, and meet such other rules and requirements as may be established by the district. Such use shall not interfere with scheduled school programs or events and shall be supported in part by the payment of fees levied by the district to defray costs of utilities, maintenance and supervision.

General Agreements

1. The application for the use of the facilities shall be limited to the use of buildings, field space, parking lots and other open spaces.
2. The rental of the facilities shall be the responsibility of the superintendent or designee.
3. The application for the use of the facilities must be signed by a responsible adult member of the sponsoring group, stating obligation to the property of the district and to enforcing the rules and regulations relating to the use of the district property. No keys will be issued.
4. No dances, other than school functions, shall be held in the school buildings except by approval of the Board.
5. The maximum number of people permitted in any school facility shall be restricted to the building's capacity according to the Fire Marshall.
6. The designated sponsoring organization/representative using the facilities agree to hold the district harmless against any and all claims, suits, orders or judgments brought against the district as a result of the group and/or individuals using the facilities.
7. The use of alcohol, drugs or tobacco products, inhalant delivery systems is prohibited on school premises.
8. The designated sponsoring organization/representative requesting to use district property shall be of good repute and demonstrate responsibility in their use of the facilities. The designated sponsoring organization/representative shall be held personally accountable for fulfillment of the terms of the agreement, including payment of the rental fees and damage beyond ordinary depreciation.

Care of District Property

1. The designated sponsoring organization/representative shall be responsible for the conduct and control of both patrons and participants and shall insure (ensure) that all state, city, county and school district regulations governing safety are followed.
2. The sponsoring group may be required to deposit with the deputy clerk, five days in advance of the event, up to \$100 to be held by the clerk to cover material damage, wages of custodians, approved equipment use or other needs.
3. Damage to the areas shall be charged at replacement cost.
4. The designated sponsoring organization/representative will be assessed a \$100 fee for each false alarm occurring during their specified facility use, or as a result of their facility use.
5. The designated sponsoring organization/representative will be expected to provide for the cleanup of facilities following use (e.g., removal of decorations and props). A district provided custodian will be required for all approved facility use. The sponsoring organization will be billed for custodial tasks during and after the event.
6. Decorations, props, scenery, etc. are not to be fastened in a manner that damages walls, floors or ceilings of any of the buildings. No physical alterations to any district property will be made.
7. Properties and materials other than those belonging to the district may not be stored on school property.
8. The presence of a school district food service employee is required for use of kitchen facilities/equipment. The sponsoring organization will be billed for food service employee tasks during and after the event.
9. Equipment and furniture shall be used and moved only with the permission of the principal/designee.
10. The designated sponsoring organization/representative must provide demonstrated competence (as determined by the superintendent/designee) to operate facility materials, equipment or other necessary items when the facility is used. Users without this demonstrated competence will be required to pay a trained district employee for operation of materials, equipment or other items.

Supervision

1. Adequate supervision shall be required for all use of district facilities.
2. A regular district employee will be on duty (on site) during each event/activity. Facility access will be subject to the availability of a district employee when the facility is rented.
3. Building administration may require additional general supervision for community activities that are approved under these guidelines. Costs of such supervision will be the responsibility of the user.

Fees and Cancellations

1. Cancellations must be made 72 hours in advance or the applicant will be charged for one hour of use.
2. The school district shall reserve the right to cancel agreements at any time when such action is necessary for the best interest of the district. Examples include but are not limited to adequate supervisory staff and custodial staff, unexpected schedule changes, unplayable field surfaces due to weather conditions, facility or field vandalism, equipment or facility repairs, damage to facilities or any other conditions which may limit facility access or use.
3. Groups in categories 2, 3 and 4 who charge admission will either pay the hourly fee, or will contribute 10 percent of their gate earnings to the Facilities Management and Maintenance Fund, whichever is higher.
4. The designated sponsoring organization/representative using 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 an additional insured. The Certificate of Insurance must cover users, participants, spectators and all others participating in or attending the event as a result of the facility use.

Any exception to these rules will be made only by the superintendent.

Silver Falls School District Facility Fee Schedule				
	Category One	Category Two	Category Three	Category Four
Group Description	Event sponsored by school district	Community-based organizations who (primarily) serve youth	Civic and nonprofit or community groups in the Silver Falls District	For profit, private organizations
H.S. Auditorium (see tech costs)		\$15 per hour	\$30 per hour	\$100 per hour
H.S. Scene Shop		\$5 per hour	\$10 per hour	\$50 per hour
H.S. Black Box		\$10 per hour	\$25 per hour	\$50 per hour
S.H.S. Gym		\$5 per hour	\$10 per hour	\$50 per hour
S.H.S. Commons		\$5 per hour	\$10 per hour	\$50 per hour
S.H.S. Kitchen		\$10 per hour	\$25 per hour	\$50 per hour
S.H.S. Fields – Lighted (add'l. fee per field)		\$15 per hour	\$25 per hour	\$50 per hour
S.H.S. Fields – Non-lighted (per field)		\$0 per hour	\$5 per hour	\$50 per hour
S.H.S. Library		\$5 per hour	\$10 per hour	\$50 per hour
S.H.S. CTE Shop		\$10 per hour	\$25 per hour	\$50 per hour
S.H.S. Classroom		\$5 per hour	\$10 per hour	\$25 per hour
McGinnis Field		\$25 per hour	\$50 per hour	\$100 per hour
Field with lights (add'l. fee)		\$15 per hour	\$25 per hour	\$50 per hour
Schlador Fields (per field)		\$0 per hour	\$5 per hour	\$10 per hour
All other gyms		\$5 per hour	\$10 per hour	\$15 per hour
All other classrooms		\$0 per hour	\$5 per hour	\$15 per hour
All other fields		\$0 per hour	\$5 per hour	\$10 per hour
All other libraries		\$0 per hour	\$10 per hour	\$25 per hour
All other commons		\$0 per hour	\$10 per hour	\$25 per hour
Custodial/Kitchen	_____ Hrs x \$25 = _____			
Staff Theater Technician	_____ Hrs x \$25 = _____			
Student Theater Technician	_____ Hrs x \$10 = _____			
<ul style="list-style-type: none"> • Cancellation policy: Cancellations must be made 72 hours in advance or applicant will be charged one hour of use. • Fee if a false alarm is set off: \$100 per false alarm • Liability Insurance Requirement: The permit holder shall provide a Certificate of Insurance to the district with a minimum limit of coverage of \$1,000,000 for each occurrence and \$2,000,000 aggregate coverage with the district named as an additional insured. The Certificate of Insurance must cover users, participants, spectators and all others participating in or attending the event as a result of the facility use. • Groups in Categories 2, 3 and 4 who charge admission will either pay the hourly fee or will contribute 10% of their earnings to the Facilities Management and Maintenance Fund, whichever is higher. • A flat rate fee for long-term facility use during the school year may apply at the discretion of the superintendent/designee. 				

In addition to the above charges, the following will be assessed for services as required:

- * A custodian or other approved district employee must be on duty at all times when equipment or inside facilities are being used.
- ** A regular district cafeteria worker must be on duty whenever kitchen facilities are used by outside groups.

SCHOOL FACILITY RENTAL APPLICATION
Silver Falls School District

Name of organization: _____

School/Facility requested: _____

Date of use: _____ Time: From _____ a.m. p.m. To _____ a.m. p.m.

Rooms(s) or area requested: _____

Estimated number of adults: _____ Estimated number of children: _____

Describe fully, the program or event planned: _____

Will there be an admission charge or collection solicited: (Circle one) Yes No

If so, how much? _____

I/We, the undersigned, being authorized to represent the above named organization, have received, read, understand and agree to the fee schedule, school district policy and all rules related to facility use.

Signature: _____ Date: _____

Printed name: _____

Address: _____

Email address: _____

Home phone: _____ Work phone: _____

Cell phone: _____

For District Use Only

Date cleared: _____ Name of employee on duty: _____

Insurance documentation received

Deposit: \$ _____ Overtime hours: _____ Rate: _____ Rental charge: _____

_____ Date: _____
District Approval (Signature)

_____ Date: _____
Signature of Superintendent or Designee