

District Facility or Equipment Use Request Form

District Facility or Equipment Requested: _____

Organization/Individual Applying for Use: _____

Mailing Address: _____

Phone Number: _____ Alternate Contact (Name and Phone): _____

Purpose of Use: _____

Date(s) of Requested Use: From: _____ to: _____ Day of Week: Su M T W Th F Sa

Time(s) of Requested Use: From: _____ to: _____

Approved requests will automatically cease on the last day of school each year.

Type of Use:

- Category 1:** Programs sponsored by local organizations serving students attending the district, staff development activities for district employees, and adult events for civic, educational or charitable activities benefitting the community at large. Such events shall not charge admission, fees or take donations in lieu of fees. Exceptions to the fee requirement are fund-raising events for non-commercial purposes or nonprofit educational workshops where admission or a registration fee is charged. District employees may utilize facilities for non-commercial use under this category. Such use of school facilities by district employees will be in accordance with Oregon Ethics laws.
- Category 2:** Commercial purposes for individuals, organizations or businesses. Included will be groups requesting use of district facilities or equipment for fund-raising purposes which are not necessarily devoted to the educational, charitable or community interest activities. Admission may be charged or contributions received.

Guidelines for Use:

1. Persons and/or organizations using Vale School District facility or equipment are advised that the district assumes no responsibility for injuries and/or accidents which occur while on Vale School District property. The Applicant agrees that Vale School District will not be held liable for any medical expenses or personal property damages incurred during the use.
2. Vale School District keys should not be shared or given to non-district employees without appropriate record keeping and accountability. If the superintendent or designee deems it necessary to issue a key, a \$50 deposit will be charged. The deposit will be retained by the district and will be forfeited if the key is not returned.
3. Use of alcoholic beverages, tobacco products, and illicit drugs in any form is prohibited on district premises. Weapons are also prohibited on district property, even if the individual possesses a concealed weapon permit. Exceptions are made for law enforcement personnel.
4. When use of a district kitchen is requested, the applicant or co-applicant must possess a current Food Handler’s Permit. A copy of the permit must be provided prior to the application being considered by district administration.

5. All users must comply with all federal, state, and municipal laws and regulations, including all laws and regulations prohibiting discrimination.
6. The district will not allow unruly, disorderly, or unlawful activities to occur when facilities are being used under this request. Applicant will ensure that all attendees and children are supervised at all times.
7. The request shall state the specific areas to be used. The applicant shall confine use of the building to the area(s) specified.
8. Applicant agrees to pay for any damages that occur to district facilities or property when being used under this request.
9. Applicant agrees to clean all facilities and equipment used under this request following use. In addition, applicant agrees to return all furniture and equipment to its original location following use.
10. Applicant agrees to ensure that street shoes are not used on gym floors, if gym use is granted under this request.
11. Applicant agrees to close and lock all windows and doors, turn off all lights, and ensure that the building is secure following use.
12. Applicable deposits and fees are due when application is submitted for approval. Deposits will be held and returned once use has been concluded and requirements met. Cleaning, damage, and replacement costs may be withheld from the deposit. Fees will not be returned.

Applicant agrees to follow the Guidelines for Use, Board policies, district regulations and applicable laws and understands that failure to comply with the requirements may result in immediate revocation of use and denial of future use.

FOR OFFICE USE ONLY	
Superintendent or Designee Decision:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Signature	_____ Date
Fee:	
Category 1	
<input type="checkbox"/> Use of Equipment – Off-site	\$ _____ (\$50 Deposit Required)
<input type="checkbox"/> Use of Facility	\$ _____ (\$50 Deposit Required)
<input type="checkbox"/> Key Issued	\$ _____ (\$50 Deposit Required)
Category 2	
<input type="checkbox"/> Use of Equipment – Off-site	\$ _____ (\$20 Fee Per Hour of Use)
<input type="checkbox"/> Use of Facility	\$ _____ (\$20 Fee Per Hour of Use – Including Setup and Cleanup)
<input type="checkbox"/> Key Issued	\$ _____ (\$50 Deposit Required)
TOTAL	\$ _____ Due at Time of Application
<input type="checkbox"/> Use of Kitchen – Copy of Food Handler’s Permit Attached	