



SIUSLAW SCHOOL DISTRICT 97J
REQUEST FOR USE OF SCHOOL FACILITIES

Siuslaw School District Office
2111 Oak Street, Florence, Oregon 97439
Phone 541-997-2651 – Fax 541-997-6748

Date: _____

Name of Organization or Individual Requesting Facility: _____

Address: _____ Phone: _____

Name of Facility Requested: _____

Day(s) of Week Facility Requested: _____

Date(s) Facility Requested: _____

Time of Day Facility Requested: _____

Purpose for Which Facility is to be Used: _____

Special Equipment Required (ex: PA System, Chairs, Tables): _____

Will Admission be Charged? Yes ____ No ____ Tuition? Yes ____ No__

Approximate Number of People to be in Attendance: _____

Name of Person Who Will be Responsible for Supervision: _____

Address: _____ Phone: _____

I have read and understand the district policy on Request for the Use of School Facilities and agree to abide with its guidelines.

The users shall hold the district harmless from any claim, loss or liability arising out of or related to any activity of the user on the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the district. The users shall indemnify the district for any damage to school property occurring during the use thereof by user, whether or not the user is responsible therefore. Certificate of Liability will be required. Use of the facility cannot begin until applicant receives notice of approval.

PLEASE RETURN TO THE OFFICE OF THE FACILITY YOU ARE REQUESTING.

Signature

FOR BUILDING ADMINISTRATOR USE

School Facility to be Used: _____

Room Number or Area Assigned: _____

Administrator's Signature and Date _____

Fees Required -

- 1. Facility Fee (See below) \$ _____
- 2. Deposit (Building Damage) _____
- 3. Deposit (Clean-up) \$ _____
- Custodian Fee (See below)

Name _____

Number of Hours _____

TOTAL \$ _____

INSTRUCTION FOR PAYMENT

* Checks for Building Use, Custodian Fee, and Deposit(s) should be made out to Siuslaw School District.

FEES FOR BUILDING USE AND CUSTODIAL FEES ARE DUE WITHIN 30 DAYS OF FACILITY USE. SECURITY DEPOSITS ARE DUE PRIOR TO USE. ALL PAYMENTS SHOULD BE DELIVERED TO SIUSLAW SCHOOL DISTRICT OFFICE, 2111 OAK STREET, FLORENCE, OR 97439.

District Office Approved

Notes: _____

Site Personnel to Complete After Use

Condition of Building After Use: _____

Damage to be Reported: _____

Facility Use Procedure

Facility Use Request forms are available on the school district website and at the individual schools and the district office. They are to be filled out properly and returned to the building where space is requested. The appropriateness will be determined by the building administrator.

After doing this, the administrator/designee will forward the request to the superintendent with his/her approval or disapproval indicated. The request will be reviewed by the superintendent/designee. The room assignment will be verified and the completed request form routed to the following: building principal where building use assigned, director of maintenance, individual requesting building use, others as appropriate.

If the facility use calls for custodial/food service employee assignment or a charge for commercial use, the district office will make the necessary assignment and estimate the potential cost on the building use form.

Following the use of the facility/area, the building administrator/designee will return the facility use form with evaluation portion complete. Fee charged for use of school facilities are based upon the following guidelines:

- Group 1: Siuslaw School District (SSD) Business – all school district business and athletics
- Group 2: SSD Affiliated Non-Profit Groups (such as PTA, ASPIRE, Booster Clubs, Siuslaw Education Foundation, SSD union groups)
 - Non-Profit Groups affiliated with the Siuslaw School District whose sole purpose is to support the mission of the school district.
- Group 3: Non-Profit: Local Youth Organizations, Educational Programs, Local Service Organization Meetings and Local Adult Recreational/Sports Groups (such as Boy Scouts, Girl Scouts, Camp Fire, Boys and Girls Club, local youth sports organizations)
 - Group 3A:
 - Local Youth Organizations must have open-enrollment and open participation for all ability levels and participants reside within the Siuslaw School District boundaries.
 - Non-Profit groups holding a meeting whose main purpose is to promote the welfare of youth or adults within our local community.
 - Group 3B:
 - Youth organizations whose participants are selected on a competitive or tryout basis and whose activities are not open to youth of all ability levels and 80% of the participants reside within the Siuslaw School District.
- Group 4: Non-Profit Community Organizations (Youth & Adults) Hosting and Event and Local Individual Users (Activities for which public halls or commercial facilities generally are rented or owned such as: religious organizations holding religious service/studies, receptions, community fundraiser, political rallies, memorial services, entertainment events)
 - Organization charges admission, collects an offering or donation, or sells merchandise (other than to offset the activity/meeting costs)
 - Other non-profit organizations who do not fall into Group 3
 - Individual community members
- Group 5: Profit Oriented Groups and Groups/Individuals Out of District Boundary Service Area
 - Commercial and for-profit businesses or entities
 - User group applicants whose address falls outside or organization whose participants reside primarily outside the Siuslaw School District Boundaries.

Facility Usage Fee (all fees are per hour)

*A clean-up or maintenance fee may be charged.

Location	Group 1-2	Group 3A	Group 3B	Group 4 Youth	Group 4 Adult	Group 5
Notes (see below)	1	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4,5
Classrooms	No Fee	\$4.00	\$6.00	\$8.00	\$12.00	\$34.00
High School: Commons/Mall, Gymnasiums	No Fee	\$6.00	\$9.00	\$25.00	\$40.00	\$54.00
Specialized Areas (Culinary Arts, Library)	No Fee	\$4.00	\$6.00	\$10.00	\$15.00	\$39.00
High School Stadium/Athletic Fields	No Fee	*	*	*	*	*
Middle School: Commons Area, Gymnasium	No Fee	\$6.00	\$9.00	\$25.00	\$40.00	\$54.00
Kitchen/Cafeteria*	No Fee	\$5.00	\$5.00	\$8.00	\$10.00	\$39.00
Specialized Areas (Library)	No Fee	\$4.00	\$6.00	\$10.00	\$15.00	\$39.00
Elementary School: Gymnasium, Multipurpose Room	No Fee	\$6.00	\$9.00	\$25.00	\$40.00	\$54.00
Kitchen/Cafeteria*	No Fee	\$5.00	\$5.00	\$8.00	\$10.00	\$39.00
Specialized Areas (Culinary Arts, Library)	No Fee	\$4.00	\$6.00	\$10.00	\$15.00	\$39.00

Note Explanation	
Note 1	Personnel fees applicable for non-contract hours or special event
Note 2	General meeting vs. Events (events @ group 4 rates)
Note 3	\$5.00 Change fee will be charged for each revision requested by user group to original application.
Note 4	\$5.00 Late fee will be charged to all invoiced older than sixty (60) days, there after each thirty (30) days.
Note 5	SSD to receive 5% of proceeds when collecting admission fee.
<ul style="list-style-type: none"> Kitchen use also requires coordination through Food Service Dept. Food Service personnel are required to be on-site for kitchen use. 	

Any food preparation in the kitchen will require a food service employee to be on duty. The wage for a food service employee will be determined at the time of the facility rental.

Custodial wage and benefit cost will be based upon the assigned employees classification on the current salary schedule. The cost will be 1.5 times their hourly rate for any time over 40 hours a week or 8 hours in a day.

* A \$5.00 change fee will be charged for each revision requested by user group to original application.

The superintendent has the authority to determine the hourly use rate of this facility depending upon its commercial use and any required deposit.

The Board retains the authority to rule on the propriety of any event, to adjust this policy as required to fulfill its responsibilities, and to make such reciprocal arrangements with others as benefit the school program.

Facility Use by Assigned School Staff

School district personnel may pursue individual projects in their assigned teaching area during school duty hours, which relate to motivating their students, or demonstrating new or advanced techniques. All projects must have prior approval of the building principal.

The Board recognizes the need for personnel to continually upgrade and maintain their skills. However, staff use of district facilities for personal use must follow this policy and administrative regulation.

Insurance Requirements

All applicants will be required to provide proof of general liability insurance coverage in the form of a Certificate of Insurance. This certificate must show that the insurance coverage will be in effect during the event date(s) and show minimum general liability coverage in the amounts of \$2,000,000 per occurrence and \$2,000,000 in aggregate liability coverage. The school district must be named as additionally insured on said policy and a copy of the endorsement is to be included with the insurance certificate. Coverage cannot be cancelled or reduced without thirty (30) days written notice to the district.

Facility Use Expectations

FACILITIES AVAILABLE

Designated classrooms, auditoriums, cafeterias, libraries, gymnasiums, and fields will be available for use by the community. Facilities containing fragile or potentially hazardous equipment or confidential records will be made available at the administrator's discretion. School facilities are available on a limited basis during summer hours due to scheduled maintenance activities.

PROHIBITED ACTIVITIES

Any activities not appropriate for minor children are prohibited in Siuslaw School District facilities. Activities that fall under this policy include: smoking, consumption of alcohol, use or possession of illegal drugs, possession of weapons, firearms, or explosives, gambling, and operation of potentially hazardous equipment. Activities deemed to be of a dangerous nature must have prior approval of the Superintendent. Uses of facilities are restricted to user; **Subletting to other groups is prohibited.**

SUPERVISION:

Facilities need to be left in the same condition in which they were provided. Groups are responsible for damage or vandalism to the space during their reserved time. All groups using school facilities must provide a supervisor on site, who shall be responsible for the group members and their actions during the time the facility is being used. The supervisor must be at least 21 years of age. For children, the supervisor is responsible to stay until the last child has been picked up. **Children must be supervised at all times (this includes siblings accompanying participants).**

FOOD

No food or drinks are allowed in gymnasiums (exception for bottled water). Food is allowed in cafeterias. The use of the kitchen facilities for food preparation requires a district food service employee to be present.

PARKING

All facility users are to use the school parking lots and avoid parking on adjacent streets in order to allow for emergency vehicles and neighborhood traffic. In addition, no parking in fire lanes or blocking other emergency access points. Care should be taken for children and other pedestrians in the parking area. All rules for prohibited activities extend to the parking lots. Applicants may be required to provide written plans of how they intend to address potential parking problems. Failure to abide by the parking plan may result in termination of facility use. Applicants are responsible for removing trash accumulated during the event. Failure to remove trash may result in additional charges.

IMPROVEMENTS OR MODIFICATION TO SCHOOL BUILDING OR FIELDS

Grass removal, lining and chalking of fields, addition of top soil, or removal of weeds, require written approval. Applicants must submit written plans to the Superintendent who will review the plans in consultation with appropriate facility staff and the building principal.