

REQUEST FOR USE OF DISTRICT BUILDINGS/FACILITIES

Rogue River School District #35

Name of Organization _____

Individual Responsible: _____ Telephone: _____

Address of Applicant: _____
(Mailing Address)

Facilities to be Used: RRHS _____ RRMS _____ RRES _____ EVES _____ Athletic Facility _____

Building _____ Room No. _____ Other Equipment to be Used: _____

Date(s) of Use: _____ Hours of Use: _____

Type of Activity: _____ Proceeds to: _____

Persons and/or organizations using any District 35 buildings/facilities are advised that the District Assumes no responsibility for injuries and/or accidents which occur while on District property, unless the result of negligence on the part of the District. Applicant's signature below is an acknowledgement of this fact and an agreement that the District will not be held liable for any medical expenses or personal property damages incurred during the use of its buildings/facilities. The applicant's signature below also signifies that he/she has read, understands and agrees to the responsibilities as listed on **Board Policy KG-AR** Community Use of District Facilities (Procedure and Fee Schedule).

SIGNATURE OF RESPONSIBLE PERSON GROUP REPRESENTED DATE

Copy of Liability Insurance Policy (minimum \$1,000,000) with the school district being named as an additional insured must be on file with the District prior to approval of the request.

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For School Use Only

____ **Group I** (School Sponsored/Connected groups; student and parent organizations)

____ **Group II** (Non-Profit, in-district education and recreational groups; youth organizations, public agencies; community organizations of civic or service nature)

____ **Group III** (Private Organizations, which exist primarily for the benefit of the membership; social clubs; classes taught for individual gain, church services, for-profit organizations, non-school related activities; out-of-district and/or private groups)

Deposit \$ _____ Rental Fee \$ _____

Building Administrator Signature Date

Board Chair Signature (If Required)

Superintendent Signature Date

SIGNATURES REQUIRED ON ALL COPIES PRIOR TO DISTRIBUTION:

White – School Site

Yellow – District

Pink - Applicant

PROCEDURES AND GUIDELINES FOR SCHEDULING DISTRICT BUILDINGS/FACILITIES FOR PUBLIC USE

Any group using District #35 buildings/facilities will be responsible for the following:

1. Renter or sponsor of groups shall assume all liability for damage to buildings, contents, and/or grounds and agrees to hold harmless the District #35 and its employees and/or agents of any responsibility for said liability. In the event facilities are misused, the Superintendent or his/her designee will notify the user in writing. Such misuse will result in refusing further use of the facilities to that user.
2. User groups assume full responsibility for the supervision of all minors and visitors when using the buildings.
3. A \$1,000,000 commercial general liability certificate of insurance must be filed with the school district naming the school district as an additional named insured.
4. The use of alcoholic beverages, narcotics, controlled substances, tobacco or drugs is not permitted on school premises.
5. Scoreboards or timers are not to be used except by authorized personnel.
6. Showers are not to be used except by special permission of the principal or his/her designee.
7. Athletic equipment, the weight room, shops, and/or any classrooms containing special equipment, such as typewriters, computers, science lab, etc., are not available except by approval of the principal.
8. Fees and/or deposits shall be paid in advance to the Office of the Principal.
9. Keys will not be issued to user groups or individuals except by special circumstances at the discretion of the Superintendent or his/her designee.
10. Modifications, including any additions or deletions, related to the electrical system will not be allowed without prior approval from the Superintendent or his/her designee.
11. Modifications, including additions or deletions, related to the irrigation system will not be allowed without prior approval from the Superintendent or his/her designee.
12. No pruning or altering of trees/shrubbery will be allowed without prior approval of the Superintendent or his/her designee.
13. All trash/debris resulting from the stated activity must be placed in the appropriate containers prior to leaving the facility or grounds.
14. No dumping of lawn/vegetation trimmings will be allowed on any District property. Significant penalties may result from such action.
15. Structural altering of buildings and/or bleachers will not be allowed without prior approval of the Superintendent or his/her designee.
16. Application of paint/stain to buildings and/or bleachers will not be allowed without prior approval of the Superintendent or his/her designee.
17. Animals other than leashed dogs will not be allowed without prior approval of the Superintendent or his/her designee. Dogs shall be leashed at all times on District property. All dog excrement must be cleared from the area.
18. No motorized vehicles will be allowed on the playing field areas.
19. It is the intent of the District to avoid competing with private enterprise. To this end:
 - a. District equipment and/or furniture will not be rented or loaned out separately except by approval of the Principal and Business Manager.
 - b. Buildings or other facilities may be used for profit making purposes only if private facilities are unavailable.
 - c. Food shall be prepared and/or served in school cafeterias only by school-related groups whose profits will be used to benefit students.