

SANTIAM CANYON SCHOOL DISTRICT 129J  
2014-2015 Application Form for Use of School Buildings and Grounds

**REGULATIONS**

In accordance with board policy, community groups will be permitted and encouraged to use school facilities for worthwhile purposes when such use does not interfere with school programs.

When this form has been processed and signed by all appropriate school personnel, you will receive approval by phone and/or a copy of this form in the mail. Please do not plan on using the facilities until official approval has been given. Thank you for your assistance.

1) The following regulations apply to the use of all school district buildings and grounds. The administration requests that all organizations comply with the following checklist.

- a) Remove all garbage from the premises.
- b) Turn off all lights, except night-lights.
- c) Flush all toilets and urinals.
- d) Leave the premises as you found them.

2) \_\_\_\_\_ (name/or organization) agrees to be responsible for any damages or any third-party liability which may arise from its \_\_\_\_\_ (function/use) at the \_\_\_\_\_ (facility being used) subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and the Oregon Constitution Article XI, Section 7, to the extent of liability arising out of the negligence of the State. The State shall not be required to indemnify or defend the Santiam Canyon School District 129J for any liability arising out of the wrongful acts of employees or agents of the Santiam Canyon School District 129J.

NAME OF ORGANIZATION \_\_\_\_\_

PURPOSE OF ORGANIZATION \_\_\_\_\_

DESCRIPTION OF ACTIVITY \_\_\_\_\_

BUILDING OR GROUNDS TO BE USED \_\_\_\_\_

DATE(S) TO BE USED \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_

SPONSOR'S NAME (Print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CAFETERIA MANAGER'S SIGNATURE \_\_\_\_\_

(If kitchen is to be used)

PRINCIPAL'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED-REASON \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED-REASON \_\_\_\_\_

FEE TO BE CHARGED \_\_\_\_\_ REFUNDABLE FEE \_\_\_\_\_ KEYS USED \_\_\_\_\_

Application Renewal Required September of Each Year

The Board of Directors of Santiam Canyon School District 129J welcomes patrons of the district to use school facilities at various times during the year. If a conflict of scheduling occurs, school functions will have first priority over other proposed events. Listed below are regulations governing all community use of school district buildings and grounds.

***RULES AND REGULATIONS***

1. The Superintendent of schools must approve all requests in writing.
2. All requests must be made at least one week in advance of the date scheduled for the activity.
3. A building and ground use form must be filled out and signed by the person responsible for the scheduled activity. Forms will be placed in the Superintendent's file subsequent to approval and signature on the request form.
4. Sponsors of all activities must be a minimum of twenty-one years of age, be present at all times during use of facility and must secure facility when leaving.
5. Use of tobacco, controlled substances or drinking of alcoholic beverages is not allowed in any school building or on any school properties.
6. A school district cook must be present at any time a cafeteria kitchen is used. The services of the cook are to be paid for by the organization using the kitchen.
7. The use of public school buildings is subject to Oregon State Law. School buildings are not to be used for political rallies or private religious group meetings.
8. Arrangements may be made for the use of the common's concession stand, but all food and drink must be consumed in the commons area only. No food or drink may be taken into the main auditorium or into any of the three classrooms in the auditorium.
9. Only trained persons may operate auditorium and commons sound system and lighting system. The services of that person are to be paid by the organization using the facility.
10. Charges for the use of district buildings and grounds are as follows\*\*
11. The cleaning/breakage fee will be returned, provided all keys are returned and there are no problems.

***FEES***

	Per Hour	Deposit for Breakage Cleaning (refundable)	Off-Duty Custodial Fee	Per Day	Total
Auditorium	\$20.00	\$50.00	\$25.00	\$100.00	_____
HS & SES Commons	\$10.00	\$30.00	\$25.00	\$50.00	_____
Kitchen/Commons	\$20.00	\$50.00	\$25.00	\$100.00	_____
<b><u>(An approved kitchen staffer is required and compensation will be \$15.00 per hour)</u></b>					
HS Gym	\$10.00	\$25.00	\$25.00	\$50.00	_____
SES Gym	\$10.00	\$25.00	\$25.00	\$50.00	_____
Classrooms	\$5.00	\$20.00	\$25.00	\$50.00	_____
Field Lights	\$5.00	N/A	N/A	N/A	_____
Light-Sound System	\$10.00	\$100.00	25.00	N/A	_____

Commercial events held on grounds will be assessed an additional fee of \$5.00 per Hook Up/Vendor which requires utilities. (Electric/Water)

Total \_\_\_\_\_

\*\*Any organization will be allowed to use school district buildings and grounds free of charge, providing that it meets the following two criteria: (1) The organization must be a non-profit, Santiam Canyon organizations, club, or activity; and, (2) the purpose of the organization must not be for profit, unless the total net profit goes to charity, school children, local district community benefit, or scholarship funds. Regardless of the nature and purpose of any user organization, a fee for the use of the commons sound system, auditorium lighting and sound system, and field light use will always be assessed when these facilities are used.