

SANTIAM CANYON SCHOOL DISTRICT 1291
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 hall lights, except night--lights.
 - c) Flush all toilets and urinals.
 - d) Leave the premises as you found them.

_____ (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 SD 129J.

PURPOSE OF ORGANIZATION: _____

DESCRIPTION OF ACTIVITY: _____

BUILDING OR GROUNDS TO BE USED: _____

Begin Date: _____ End Date: _____ Arrival Time: _____ Leave Time: _____

Sponsor's Name (Print): _____

Signature: _____ Date: _____

Mailing Address: _____ Phone Number: _____

District Use Only:

Cafeteria Manager Signature: _____ Date: _____

Principal Signature: _____ Date: _____

_____ Approved: Comment: _____

_____ Disapproved: Reason: _____

Superintendent's Signature: _____ Date: _____

_____ Approved: Comments _____

_____ Disapproved: Reason: _____

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 & 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 District Office file subsequent to approval.
4. Sponsors of all activities must be a minimum of twenty-one years of age, be present at all times during use of the facility and must secure the 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 the 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 commons 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 the 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 with the facility.

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/Comm ons	\$20.00	\$50.00	\$25.00	\$100.00	
(An approved kitchen staffer is required and compensation will be 15.00 per hour)					
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	
Lights/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 Hookup/Vendor which requires utilities. (Electric/Water)

"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 filed light use will always be assessed when these facilities are used.

Fees to be charged: _____ Refundable Fee: _____

Key/ Badge check out: Date _____ Staff Initials: _____

Key/ Badge check in: Date _____ Staff Initials: _____



Santiam Canyon School District 129J

Post Office Box 197
150 SW Evergreen St.
Mill City, Oregon 97360
Office (503) 897-2321

Todd Miller, Superintendent
Yvonne Hanna, Business Manager
Nichole Cooper, AP & Payroll
Lisa Follis, District Secretary

Equipment Use Form

Date: _____

Name: _____

Address: _____

Phone: _____

Dates of use: _____ to _____

Equipment Requested (tables, chairs, sound system etc.)

Reason for use:

Borrowers Signature

Date

District Approval district office, Principal, custodian

Santiam Canyon School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Santiam Canyon School District office for additional information and/or compliance issues: Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, 150 SW Evergreen St., PO Box 197, Mill City, OR 97360, (503) 897-2321