

Dayton School District 8

Code: **KG-AR(1)**
 Revised/Reviewed: 8/12; 8/11/15
 Orig. Code(s): KD-AR

FACILITY USE APPLICATION FOR SCHOOL DISTRICT PROPERTY

DAYTON SCHOOL DISTRICT NO. 8 | 780 Ferry Street, PO Box 219, Dayton, OR 97114-0219 | Voice (503)864-2215 | Fax (503)864-3927

FACILITY INFORMATION

Facilities requested for use:

- ◆ Grade School: Library Classroom # ___ Old Gym Multi/Gym Kitchen Field behind school Other _____
- ◆ High School/Junior High School: Library Classroom # ___ New Gym Old Gym Parking Lot _____ Track
- Soccer Field (at GS) Football Field Baseball Field (at GS) Var Softball Field JV Softball Field Other _____
- ◆ High School/Junior High School Commons: Kitchen Commons/Dining Area Multi/Gym

Begin Date: _____ End Date: _____ (Attach list of actual dates if reoccurring event.)

Reason for Use: _____ Day(s) of Week: SU M T W TH F SA; Time: ____AM/PM to ____ AM/PM

Special needs or set-up requests: _____

APPLICANT INFORMATION

Applicant: _____ Organization: _____ E-Mail: _____

Will admission be charged for your event? No Yes Admission Amount: \$ _____

Mailing Address: _____ Phone: _____ Mobile: _____
 (Street) (City) (Zip)

Federal Tax ID #: _____ Alternate Contact Person: _____ Phone/E-Mail: _____

LIABILITY INSURANCE

Applicants in Classifications 2 or 3 must submit upon approval, a Certificate of Insurance with a minimum \$500,000 coverage naming Dayton School District #8 as additional insured. Failure to submit a Certificate of Insurance will invalidate the application.

Name of Liability Insurance Carrier: _____ Certificate of Insurance attached.

All cancellations must be made 48 working hours in advance of event or you may forfeit paid fees. School programs have priority. Failure to obtain a permit and/or event license, if required (see #14 on reverse), will revoke the approval. **Space is not reserved until a written confirmation is issued and payment has been received. The undersigned is responsible for informing all participants of District guidelines.**

 (Signature of Applicant)

_____, 20____
 (Date)

Usage Fees/Staff Costs	Class 1	Class 2	Class 3	Classifications: <u>Summary below</u>
Multi /Gym – new (GS)	No fee	\$20/hr	\$40/hr	Class 1: In district school programs or local non-profit youth recreational programs.
Classroom/Library	No fee	\$10/hr	\$20/hr	
Commons (JH/HS)	No fee	\$15/hr	\$30/hr	Class 2: In district non-profit groups (75% of participants reside within district boundary). Custodial and/or kitchen staff charges may be incurred.
Athletic Field/Track	No fee	\$20/hr	\$40/hr	
Gymnasium –old (GS/HS)	No fee	\$15/hr	\$30/hr	Class 3: In or out of district for-profit, out of district non-profit, or private organizations. Custodial and/or kitchen staff charges may be incurred.
Gymnasium – new (HS)	No fee	\$25/hr	\$50/hr	
Kitchen	n/a	\$25/hr	\$50/hr	Tournaments or day rates may be negotiated.
Parking Lot	No fee	\$10/hr	\$10/hr	
Monitor/Supervision	\$25/hr	\$25/hr	\$25/hr	
Custodial Staff	\$25 hr	\$25/hr	\$25/hr	
Kitchen Staff	\$20 hr	\$20/hr	\$20/hr	

The School reserves the right to cancel this approval at any time.

APPROVED DENIED Date: _____

Hourly fees (circled above) X ____ hours: \$ _____
 Keys issued to: _____
 Card _____ Key _____
 Card/Key returned _____

 (Signature of Principal)

Hard copy distribution: 1. Original with signatures to District Office; 2. Retain copy at school/facility; 3. Confirmation returned to applicant.

Food Service Confirmation: Yes N/A Custodial Confirmation: Yes N/A Event License: Yes N/A

Dear Patron:

- To request the use of a Dayton School District #8 (District) building or facility, please complete the application on the front and return it to the school building.
- Please thoroughly read the "Regulations Concerning Public Use of Dayton School District #8 Facilities" listed below.
- **Please remember that school activities take priority over other activities. If there is a conflict, you may have to cancel your activity or submit a revised request to reschedule.**

Regulations Concerning Public Use of Dayton School District #8 Facilities

1. The District reserves the right to deny facility or grounds use requests and/or to determine the location of a requested event and its appropriateness for a particular facility.
2. Smoking is prohibited inside buildings and on school grounds, including the use of any tobacco or tobacco related products on all District property including buildings, vehicles, and outdoor areas.
3. Use or possession of alcohol or illegal drugs in any form is prohibited in school buildings and on school premises.
4. The applicant must pay for any damage to property or equipment resulting from use of the facilities.
5. Permission is required for the use of nails, tacks, tape, etc. for attaching objects to school property.
6. The following activities are prohibited on all District-owned property unless they are supervised by school officials or other approved individuals: racing of automobiles, motorcycles, and other vehicles; operation or racing of powered "go-carts" or other small powered vehicles; operation of power-driven model airplanes or other mechanical devices for practice, amusement or exhibitions; horseback riding; golf practice; or archery practice.
7. Any school equipment to be used must be requested when the facility application is submitted and returned to the area in which it is found.
8. Participants using a gymnasium for recreational purposes are required to wear gym shoes; no street shoes on gym floor.
9. School equipment may not be borrowed for use outside school facilities unless specific approval is obtained from the Building Administrator.
10. Individuals or groups may not use consumable materials of the school unless prior arrangements for reimbursement have been made.
11. Separate building regulations established by the Building Administrator must be observed. Failure to observe these regulations or those established by the Building Administrator could result in forfeiture of user privileges.
12. Any materials published related to this activity must state the activity is not sponsored by Dayton School District #8.
13. District approval of this facility usage request does not constitute District endorsement.
14. Facility use involving concessions and/or serving of food/beverages must comply with all health regulations to include obtaining appropriate permits and/or event license; copies of permits and/or event license will be provided to the District.
15. Groups are expected to clean up after their event and to leave the facility in good condition.
16. School facilities will not be open for public use during school holidays, weekends or vacation periods except in cases where special arrangements are made with the Building Administrator.
17. The District reserves the right to cancel or postpone the use of the facilities in the event of conflicting dates or failure to comply with the above policies.
18. If you have questions concerning the use of the facilities, please contact the Building Administrator. Interference by individuals not a part of your group should be reported to the Building Administrator. Call 911 if an emergency arises.
19. Notify the school of any cancellations. Otherwise the building may be open at the time which you specify and any activity within your assigned area will be your responsibility in case of misuse or vandalism.
20. Other specific requests: _____

Office Use Only

Amount owed: \$ _____

Paid by check # _____ Paid by cash _____

Copies (2-sided) furnished to:

Organization

Custodian(s)

Librarian

Maintenance Director

Food Service Manager

District Office

Other _____

Facility to be opened by: _____

Facility to be locked by: _____

Comments: _____

Checklist

- Administrator Approval
- Copies furnished
- Fee collected
- Insurance/permits/event license
- Keys/Card Issued
- Keys/Card Returned
- Facility checked after event