

APPLICATION FOR USE OF FACILITY AND/OR GROUNDS

Vernonia Schools ● 1000 Missouri Ave, Vernonia OR ● 503/429-1333 (fax: 503-429-0588)

Requests must be submitted a minimum of 7 working days prior to activity. Approval will be completed within 5 business days of application.
Complete sections 1, 2, 3 and return to the Main Office. Applicant's copy will be returned to you with deposit and/or fee requirements (see reverse side).

Name of Applicant/Organization: _____

Responsible Person(s): _____ Phone: _____ Email: _____

Address: _____

Mailing Street City State Zip

Purpose of Use: _____ Est. Attendance: _____ (Adults) _____ (Youths) _____

School / Student Sponsored Event Name of Club/Class _____ Name of Responsible Staff member _____

Location Request: Parking Lot Library Elementary Missouri Fields Athletic Fields/Stadium Stage

Concession Kitchen Library M.S.-H.S. Main Lobby Small Gym Class Rm # _____

Wrestling Rm Weight Rm Conference Rm Commons Big Gym Other _____

Mist Grade School - Please note area requested _____

Equipment needed: _____ (i.e. chairs, PA, stage lights, podium, etc.)

Dates (s) needed: from ____/____/____ to ____/____/____ S M T W Th F S

Access Time Needed: _____ to _____ Activity/Event Time: _____ to _____

PLEASE READ CAREFULLY and SEE ATTACHED DETAILS & DUTIES REQUIREMENTS

Guidelines/Disclaimer

To secure the facilities of Vernonia School District and to monitor the use of the facilities for liability reasons, the following guidelines have been established by the Administration. This disclaimer is intended to emphasize the responsibilities of the signatory and satisfy district concerns relating to negligence or liability and to provide for safety.

1. Any person who is not employed by Vernonia School District agrees to hold harmless the said owner of Vernonia School District properties while being used by the signatory or others. This disclaimer releases the Vernonia School District from any responsibility when the signatory grants access to any other individuals during the usage agreement period.
2. The signatory consents to prohibit the use of the weight room to any minors unless a district employee, who is also a current holder of a first aid/CPR card, is present
3. Any minor (under 21) is restricted from using any part of the facility being utilized unless adult supervision is in the same room or space. Minor dependents or guests are not to be given free opportunity to use facilities without direct supervision in the specified area or any adjacent space such as hallways, building entries, restrooms, etc. Observed violation will result in termination of this agreement.
4. Any personal property lost or stolen during usage period is not the responsibility of the District.
5. Doors are not to be propped open for access before, during or after usage period.
6. The following assigned key cards will remain in the possession of the signatory and will not be loaned to anyone to gain access to the facilities at any time.
7. Staples, tacks, push pins, or tape, with the exception of blue painter's masking tape, are not allowed on any wall or window in the building. Windows may not be covered at any time.
8. Floor must be swept, and all tables and equipment returned to their original location.
9. In the event of a fire alarm please exit the building immediately! Do not return until all clear has been announced by school administrator or maintenance supervisor.

Door to be used: _____ **Note: Food is allowed in Commons area ONLY!**

By signing below, the signatory hereby acknowledges that he/she has read this form and agrees to all guidelines and requirements set forth in this agreement.

Contact Person Signature: _____ Printed Name: _____ Date: _____

Signature -- Calendar Scheduler Date Signature -- Building Principal Date Signature -- Maintenance Supervisor Date

Permission is hereby granted to the above named applicant and/or individual to use the property as described.

See attached for fee schedule TOTAL DUE: \$ _____ KEY NO. _____

For Internal Use Only: Facilities Calendar Web Calendar Copy to Applicant Copy for Master Book
 Original to D.O. Misc. _____

RESPONSIBILITIES

The Organization and/or individuals using the facilities agree to hold Vernonia School District 47J and its employees harmless for any and all liability arising out of the use and occupancy of the school property. The organization and/or individuals further agree to adhere to the following rules for use of school premises:

1. Persons using school premises at any time for any purpose shall not consume, sell or be under the influence of alcoholic beverages, or use profanity on the school premises. Violation of this section shall constitute grounds for revocation of the existing contract and/or refusal of the permission to use the buildings/grounds at any future time. Organizations, groups and individuals shall observe the **No Smoking** regulations.
2. No refreshments may be sold unless special arrangements are made with the district office.
3. All authorized use of school grounds or facilities require the user to leave the grounds/facilities in a condition equal to or better than when authorized for use.
4. Street shoes are not allowed on gym floors. Gym shoes must be clean.
5. All fees are payable in advance, to **Vernonia School District, 1201 Texas Ave., Vernonia, OR 97064.**
6. The use of school property may be denied to any user whose members or visitors fail to comply with these rules.
7. Special requests for chairs and/or equipment may be arranged between the user and the district office.
8. The user shall see that all State, City, and School District regulations governing safety and security are followed.
9. The user shall be responsible for the conduct and control of patrons and participants as well as visitors.
10. The user hereby accepts full financial responsibility for any damages to District facilities, grounds, or equipment as a result of this activity.
11. Certificate of Liability/Accident Insurance will be provided to the district when requested.
12. Fee may be adjusted by Superintendent at his/her discretion.

FEE/DEPOSIT CLASSIFICATIONS

The District wishes to cooperate with community groups, patrons of the district, educational organizations, religious institutions and non-profit organizations dedicated to the welfare of the general public. At all times, however, the educational program of the district must have first consideration and must take precedence over community use of school buildings, grounds and other school property and facilities. Priority for school use will be as follows:

1st: School Sponsored Group/Activity

Any group or activity which is authorized, organized, controlled and/or financed by the district. Such groups or activities shall be governed by regular administrative rules and regulations adopted by the Board for operation of the district. (Use at no charge)

2nd: School Related Adult Activity

An adult group specifically organized to work cooperatively with and in the school. PTA is an example. Any group or activity which is authorized, organized, controlled and financed by such an approved school related adult organization shall be governed by Board rules and regulations specifically related to this category. (Use at no charge)

3rd: Community or Individual Groups/Activities with K-12 Enrolled Students

Community/Individual groups are defined as recreational, educational, civic or charitable organizations which are established within the district boundaries or that a substantial part of their membership resides within the district boundaries. (Use at reduced charge/custodial fees may be assessed)

4th: Community or Individual Groups/Activities

Community/Individual groups are defined as recreational, educational, civic or charitable organizations which are established within the district boundaries or that a substantial part of their membership resides within the district boundaries. (Usage fees assessed and refundable deposit may be required.)

5th: Instructional Classes or Individual Groups/Activities

Instructional classes offered by private individuals or groups for profit will be assessed a fee for the use of the facilities for purpose of cleaning and/or heating. Such classes could include, but are not limited to, art, ballet, gymnastics, computer operation, exercise. (Usage fees assessed and refundable deposit may be required.)

6th: Groups Outside the District

Use of the facilities is limited generally to groups that originate in or serve members of the community. Any use by an outside group, or for religious activity of any kind, must have special permission of the Superintendent. (Usage fees assessed and refundable deposit may be required.)