

RAINIER SCHOOL DISTRICT

28168 Old Rainier Rd., Rainier OR 97048, 503-556-3777, Fax: 503-556-3778

Control No.

REQUEST FOR FACILITY USE

Individual Making Request:		Date:
Address:		
Wk. Phone:	Cell Phone:	Hm. Phone:
Organization Represented/Address:		
E-mail:		
Space and/or Facility Requested	Purpose of Use	
	# Participants	
<u>DATES NEEDED</u> One Day Use:	Time:	
If more than one day, state:		
<input type="checkbox"/> Weekly	<input type="checkbox"/> Every Other Week	<input type="checkbox"/> Monthly <input type="checkbox"/> Every Other Month
Other (Explain)		
If continuous, specify beginning/ending dates:		Through:
From:		
1) Special Equipment Set up: (Lights, Ext. Cords, Microphones, chairs, tables, bleachers, etc.)	2) Custodial Services: Extent of Services: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Other Information Needed</u>		
1) Would you like this event posted in the School's website? Yes <input type="checkbox"/> No <input type="checkbox"/>		
2) Is this a: <input type="checkbox"/> Community Event <input type="checkbox"/> School Event <input type="checkbox"/> Other		
Name Of Supervising Adult:		Phones:
Name of Supervising Adult:		Phones:
Signature of Person Responsible for this Event		

For Office Use Only

District Approval

Approved: <input type="checkbox"/>	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>
Denied: <input type="checkbox"/>	
Date/Reason For Denial:	

Building Administrator:	Date:
Facilities Director:	Date:
Scheduling Coordinator:	Date:
Fee for Usage:	Restrictions:

THE USERS OF FACILITIES FOR SCHOOL-RELATED FUNCTIONS AGREE TO THE FOLLOWING CONDITIONS:

1. Requests must have complete signed approval of at least 72 hours in advance of the activity. Emergency situations may be appealed to the Director through the coordinator.
2. All requests must be made in writing and approved prior to scheduling.
3. Schedule confirmation will be made on a first come, first served basis.
4. The Scheduling Coordinator is responsible for routing and tracing this request.
5. Serious conflicts may be resolved by negotiating with the party previously scheduled, or seeking administrative intervention.
6. No food or drink will be allowed in the auditorium, gym, or classrooms. No smoking is allowed on campus.
7. Users agree to provide adequate adult supervision during entire time facilities are in use.
8. Requests **MUST** include setup and/or practice time.
9. User will notify the school of change or cancellation, at least 24 hours prior to the cancellation. A regular charge shall be made in accordance with the schedule of charges for each facility engaged and not used unless such notice to cancel is given.
10. Users agree not to wear black-soled gym shoes or turf shoes while using any gymnasium facilities. Failure to do so will result in loss of facility use privileges.
11. Per ADMINISTRATIVE RULE KG-AR (2): Any damage to the school buildings or property shall be assumed by the applicant.