

# Facilities/Equipment Use Form

KNAPPA SCHOOL DISTRICT #4

41535 Old Highway 30 • Astoria, Oregon 97103

Phone: 503-458-6166 or 458-5993

Today's Date: \_\_\_\_\_ (Submit request as early as possible prior to use.)

**Building or Location: Please place a check mark by those you are requesting**

**Outdoor Facilities**

- Football field
- Football/track press box
- Football/track concessions
- Football/track restrooms
- Football/track PA system
- Football score clock
- Track
- Runways, aprons, pits
- Ticket booths
- Softball field
- Softball score clock
- Equipment \_\_\_\_\_

**Outdoor Facilities con't**

- Baseball field
- Baseball score clock

**Indoor Facilities**

- Hilda Lahti gym
- Hilda Lahti play shed
- Hilda Lahti cafeteria
- Hilda Lahti library
- Hilda Lahti classroom
- Knappa High gym
- Knappa High cafeteria
- Knappa High library
- Knappa High classroom

**Indoor Facilities con't**

- Knappa High wrestling room
- Knappa High weight room
- Knappa High locker rooms
- Home Economics Room
- Other \_\_\_\_\_

**The following are needed**

- Tables
- Chairs
- Set-up
- Custodian
- Kitchen Help
- Keys \_\_\_\_\_

**\*\*If a special set-up is required, please attach a separate piece of paper with the layout shown. \*\***

**Fees and Other Information**

- A \$50 single use or a \$100 multiple use damage/cleaning deposit shall be required.
- There will be no rental fee for groups living within the district boundaries. For groups living outside the school district boundaries the rental fee will be \$30 per hour to a maximum of \$100 per single use.
- If a custodian and/or cook is required, the cost will be based on the number of hours worked times the hourly rate of \$20 for weekdays and \$30 on weekends and holidays.
- Use of the weight room requires an on-site person with a current First Aid and CPR card.
- A \$20 fee will be assessed against the deposit each time lights are left on, a door is left open or unlocked and/or staff is used to clean up after usage.
- Athletic field lights will be assessed at \$20 per hour.
- Cost for heating a space on a weekend or holiday will be determined by energy costs used.
- All organizations/groups must use a district employee for weekend activities.
- Drugs, tobacco products and alcohol are not permitted on District property.

**Date(s) Facility Use Is Requested: Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Day(s) of the Week \_\_\_\_\_**

**Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Purpose of Facility Use: \_\_\_\_\_**

Signature of Applicant	Printed Name of Applicant
Name of Group/Organization if Applicable	
Address	E-mail Address
Daytime Phone	Evening Phone

The deposit must be received before a *Building Use Request* form is processed. Any additional costs or fees will be assessed against the deposit and/or will be billed to the group at the conclusion of the activity.

**For School District Use Only**

[ ] Approved      [ ] Disapproved      Deposit \$ \_\_\_\_\_ Fee \$ \_\_\_\_\_ Custodial / Cook Wage \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_ Total Received \$ \_\_\_\_\_ Date Received \_\_\_\_\_ [ ] Proof of Insurance Provided

Approval: Athletic Director \_\_\_\_\_ Building Principal \_\_\_\_\_ District Office \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date

**After Event Checklist- Custodian Returns Copy to District Office**

OK to return deposit? [ ] Yes [ ] No Reason: \_\_\_\_\_

After-hours custodial/cook hours work \_\_\_\_\_ Administrative Approval \_\_\_\_\_

[ ] District Office [ ] Maintenance [ ] Janitorial (returned after event) [ ] Applicant [ ] School Office [ ] AD [ ] Staff Impacted