

**LOWELL SCHOOL DISTRICT 71
FACILITY USE REQUEST FORM**

CONTACT INFORMATION

Applicant Name: _____ **Today's Date:** _____

Phone Number: _____ **Alternate Phone:** _____

Email Address: _____ **Organization:** _____

Responsible Person: _____ **Phone Number:** _____

If different than applicant – This person must be present to supervise event.

EVENT INFORMATION

Name of Event: _____

Event Description: _____

Event Date: _____ **Start Time (AM/PM):** _____ **End Time (AM/PM):** _____

Event Location (School & Room/Area): _____

EQUIPMENT USE REQUEST

Equipment needed (examples: tables, chairs, technology): _____

Do you need room set up? Yes No **Do you need equipment set up?** Yes No

Explain/describe the set up needed: _____

SIGNATURE OF RESPONSIBLE PERSON

By signing, I confirm that I will be present for the event requested in this form and accept that I am directly responsible for any damage or loss caused to the district or premises resulting from this event. I have provided the district with a certificate naming the district additionally insured. I understand that I will receive confirmation of approval from an authorized administrator, and that I must have this approval before use is granted. I have read, understand and agree to abide by the **Facilities Use Guidelines** and district policies set forth in this document. I verify the information in this document is true and correct to the best of my knowledge.

Responsible Person Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Principal or Superintendent Signature: _____ **Date:** _____

Facility Director Signature: _____ **Date:** _____

FACILITIES USE GUIDELINES

The following guidelines must be agreed to and followed for all persons, organizations and teams requesting (and receiving approval of) use of Lowell School District facilities, grounds, and equipment. Following these guidelines helps ensure the safety and security of individuals using the facilities and protects the facilities themselves.

Fill out a Facilities Use Request Form and receive approval.

This form is available in all building offices and can be turned in there as well. You will find attached to the Facilities Use Request Form this document. You need to read these guidelines and sign that you agree to them. Your use request will not be valid without this. The building administrator will check for availability and then process the approval. You will be contacted when your form has been processed and asked to pick up a copy of your approved form. Please note that school related activities will receive priority over all other sponsored events. Facilities Use Request Forms should be submitted at least one week prior to the event.

Follow school rules/acceptable use guidelines.

Person or persons using the facilities must follow basic rules, including, but not limited to:

- Firearms, weapons, tobacco and alcohol prohibited.
- Use facilities for their intended purpose (e.g. drinking fountains to drink water, not to spit in).
- Remain in authorized portions of the building (e.g. gym use does not include classroom use).
- Do not disturb materials, or any items that belong to the students or school.

Ensure event will be properly supervised and school facilities used will be treated with care.

All parties using school facilities and equipment must exercise every care in protecting school property, and in the event that damage results from improper supervision, a fair adjustment will be made. All authorized use of school facilities and equipment require users to leave the grounds, facilities and equipment in a condition equal to or better than when authorized for use.

School facilities/grounds must be adequately supervised during the authorized activity and reasonable care must be exercised to prevent any damage to school property, equipment and facilities, at the user's expense. All litter, glass, etc., resulting from authorized usage must be removed at the user's expense immediately following the activity.

Any violation or wanton disregard of district policy will result in automatic forfeiture of future use requests. The using agency and/or individual must show proof of liability insurance for the requested activity. Be it further understood that the district assumes absolutely no financial responsibility for any injury or accident, lawsuit, etc., that may occur during the user's tenure of grounds, facilities and equipment.

All exterior doors must be locked and checked for security.

The daily custodian locks all hallway exit doors in the facility at the end of his work day. If you unlock one of these doors to accommodate your event, you are responsible for locking the door again before you leave. This also includes doors with crash bars (the collapsible bars that allow for exit even when locked). Please be sure to check the security of doors by pushing against the door itself to ensure it is properly locked. A door that is properly locked will not open when pressed against.

Lights and other electronic equipment must be turned off.

All lights in the building must be turned off in most cases, the lights will have been turned off when you arrive. Any lights you turn on need to be turned off before you leave. This also includes the score board power and locker room lights.

Set the security alarm system.

Our building is equipped with an electronic security alarm system to help protect the district's building and associated assets. You must receive prior authorization to use the facilities in order to ensure district personnel is assigned to secure the building(s) following your use. Keys and alarm codes are not issued to individuals who are not district personnel.

Notify the building office of any cancellations.

If you decide not to use the facilities, need to reschedule, or if you have other concerns, please contact the building office as soon as possible. Cancellations should be communicated to the building office at least three days prior to the event.

Lowell School District 71

Code: **KG**
Adopted: 3/15/00
Readopted: 5/19/14
Orig. Code(s): KG

Community Use of District Facilities

It is the policy of the district that school facilities shall be made available under capable and adult supervision, for community activities of an educational, recreational or civic nature. The district reserves the right to grant permission for building use and to deny any and all building use permits at its sole discretion.

Application must be filed on the regular Facility Use Application form which may be obtained from the principal or district office.

Meetings and activities for school purposes shall have precedence over all meeting and activities in the use of classrooms, gymnasiums, school kitchens, athletic fields and school grounds.

The serving or use of alcoholic beverages within the boundaries of school property is prohibited. Any patron becoming obnoxious or using profane language, or engaging in conduct which is not conducive to an educational atmosphere will be asked to leave. If said person should refuse to comply with such request, any school personnel, including the custodian, people in charge of meetings or any responsible person, may have the person removed. School authorities may request the presence of police or fire personnel at any meeting.

School facilities may be used by patrons only under the direct management of persons qualified to use and care for any equipment or apparatus contained therein; competent help to handle same shall be provided by those to whom the accommodation is granted. Damage to school facilities or district-owned equipment is the responsibility of the person to whom the accommodation is granted. Failure to clean the facilities after use may result in denial of future requests for use of district-owned facilities or equipment.

Groups using facilities will be classified as listed below with priority for use in the order listed:

1. Class I – School District Activities
 - a. School sponsored activities for students.
 - b. School sponsored activities for parents.
 - c. School related groups and organizations sponsored by the school.
2. Class II – Programs Provided to Patrons of District
 - a. Adult education classes sponsored by the district.
 - b. Parent and/or community organization sponsoring programs for youth of the district (scouts, summer activities, sports camps, etc.). If the program or organization requires district personnel to open or secure the facility, the program or organization will be charged according to Class III rates.
 - c. Community organizations of a civic or service nature.

3. Class III – Civic and Service Use **
 - a. Church sponsored activities.
 - b. County, city, state and federal agencies.
 - c. Local boards, commissions, etc.
 - d. Adult or youth education programs sponsored by educational institutions (University of Oregon, Lane Community College, etc.)
 - e. Adult groups residing in the district if no fees are charged to participants.

* Fees for a Class III organization’s money raising ventures for the organization’s own treasury or for private commercial gain will be charged at Class IV or Class V rates.
4. Class IV – Miscellaneous (Nonprofit Organizations, Out-of-District Groups, Profit-making Education Classes, etc.) **
 - a. Local nonprofit organizations collecting admissions fees or donations.
 - b. Out-of-District groups if no fees are charged.
 - c. Profit-making organizations if no fees or donations collected.
 - d. Adult or youth education classes sponsored by profit making individuals or organizations. (Dance, exercise classes, lectures, real estate classes, etc.)
5. Class V – Private Interest Groups **
6. Profit-making organizations charging admission fees. (See exceptions for adult and youth education classes, Item D, Class IV.) **

A deposit of \$50 will be required prior to using facilities.

** The superintendent can waive fees on a case by case basis.

General Rules

1. No one group will be allowed to use the same facility more than three times during a week for the same activity. If the facility is not being used, an exception to this statement could be made by the principal. If a group is granted use of a facility for more than the stated three days a week, the additional days may be curtailed if another group applies for use of the facility.
2. No group will be granted the use of any facility without the presence of a supervisor approved by the principal. The principal shall maintain a record of the name and phone number of the supervisor.
3. Facilities shall not be used for Class II, III, IV, or V activities unless a Facility Use Request form has been completed and permission granted by the appropriate principal.
4. The use of alcoholic beverages and illicit drugs on the school premises is illegal. Use in any form shall be prohibited on the school premises. Smoking will not be permitted except in areas designated by the principal.
5. Equipment and furniture, including pianos, shall be used and moved only with approval of the principal or his/her designee and shall not be removed from the premises.

6. Items of equipment such as audiovisual equipment, athletic equipment, chairs, bleachers, etc., will not be loaned nor rented for use off the school premises.
7. Buildings shall be closed at the time the custodians go off duty. The buildings may be used after the normal closing time only if an approved supervisor is present. This supervisor must be a district employee.
8. All school employees who supervise school facilities will be paid by the district. The district will be reimbursed by the user.
9. Any organization sponsoring the use of the buildings or grounds shall assume liability for any accidents that may occur upon the grounds or in the building during the times such facilities are in the use under its supervision.
10. The maximum number of people permitted in any school facility shall be restricted to its occupancy as indicated by the Fire Marshal.
11. The district reserves the right to require policy supervision at any event the administration deems necessary and to charge the user for that supervision.
12. All users of district facilities must comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.
13. The building administrator or designated supervisor has the right to stop any activity at anytime if, in his/her judgment, there are violations of the rules or if the activity is deemed to be hazardous to personnel, buildings, equipment, etc.
14. School gymnasiums may be used for purposes and activities appropriate to the facilities. Gym shoes are required of participants in all active sports and games. Gym shoes are defined as shoes specifically designed for indoor sports and are not nor have been used as general footwear out of doors.
15. The user of outside facilities will be expected to provide for clean up of the grounds. Organizations not providing the necessary clean up will be charged for custodial wages plus payroll costs.

END OF POLICY

Legal Reference(s):

ORS 330.430
ORS 332.107
ORS 332.172

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
KGF/EDC - Authorized Use of District Equipment and Materials

LOWELL SCHOOL DISTRICT NO. 71
USE OF FACILITIES
FEE SCHEDULE 2020

Class	I	II	III	IV	V
Classroom	No Charge	No Charge	\$50.00 Custodial fees Open/Close fee	\$100.00 Custodial fees Open/Close Fee Utilities *Set up fee	\$100.00 Custodial fee Open/Close fee Utilities *Set up fee
Library	No Charge	No Charge	\$50.00 Custodial fees Open/Close fee	\$100.00 Custodial fees Open/Close Fee Utilities *Set up fee	\$100.00 Custodial fee Open/Close fee Utilities *Set up fee
Gymnasium	No Charge	No Charge	\$50.00 Custodial fees Open/Close fee	\$150.00 Custodial fees Open/Close Fee Utilities *Set up fee	\$150.00 Custodial fees Open/Close Fee Utilities *Set up fee
Playing Field	No Charge	No Charge	\$50.00 Custodial fees Open/Close fee	\$150.00 Custodial fees Open/Close Fee Utilities *Set up fee	\$150.00 Custodial fees Open/Close Fee Utilities *Set up fee
Full Day Facilities	No Charge	No Charge	\$75.00 Custodial fees Open/Close fee	\$400.00 Up to 60 People From 61 on addition \$6.00 per Day/Night Custodial fees Open/Close Fee Utilities *Set up fee	\$400.00 Up to 60 People From 61 on addition \$6.00 per Day/Night Custodial fees Open/Close Fee Utilities *Set up fee
Half Day Facilities	No Charge	No Charge	\$75.00 Custodial fees Open/Close fee	\$200.00 Up to 60 People From 61 on addition \$6.00 per Day/Night Custodial fees Open/Close Fee Utilities *Set up fee	\$200.00 Up to 60 People From 61 on addition \$6.00 per Day/Night Custodial fees Open/Close Fee Utilities *Set up fee

All fees will be determined annually by the Board, according to current costs.

* **Additional \$6 per person** for overnight request.

**If necessary and may include chairs, tables, sound system and other requested equipment.

END OF POLICY