



## REEDSPORT SCHOOL DISTRICT 105

100 Ranch Rd. \* Reedsport, OR 97467 \* 541-271-3656 \* [www.reedsport.k12.or.us](http://www.reedsport.k12.or.us)  
Elementary School \* 2605 Longwood Dr. \* Reedsport, OR 97467 \* 541-271-3616  
Jr./Sr. High School \* 2260 Longwood Dr. \* Reedsport, OR 97467 \* 541-271-2141

# Facility Use Agreement

Individual/Organization Requesting Facility			
First & Last Name		Name of Organization (If applicable)	
Primary Telephone Number		Email Address	
Address	City	State	Zip

The Undersigned, either individually or as an authorized representative for the organization designated, agrees to abide and be bound by the statements set forth on the reverse side hereof.

\_\_\_\_\_  
Signature of Party Requesting or Authorized Representative

\_\_\_\_\_  
Date

**Facility Information** *Will you charge a fee or items for sale? Add details* ➡

Requested Facility: \_\_\_\_\_

Planned Activity: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Requested Time(s) **INCLUDING set-up and clean-up:**

➡ **Set-up:** Starting @ \_\_\_\_\_ (a.m./p.m.)

➡ **Actual Event:** Starting @ \_\_\_\_\_ (a.m./p.m.) / Ending @ \_\_\_\_\_ (a.m./p.m.)

➡ **Clean-up:** Concluded @ \_\_\_\_\_ (a.m./p.m.)

Requested Equipment: \_\_\_\_\_

District Employee to serve as Supervisor (Outside of staff hours): \_\_\_\_\_

Approved: \_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Date

**Fee for participants:**  
\$ \_\_\_\_\_

**EIN #** \_\_\_\_\_

*Any person, group or organization receiving \$600.00 or more per year while using district facilities must submit an EIN number.*

*(To be completed by District Office)*

Facility Rental Fee: \$ \_\_\_\_\_

Special Service Charges: Technician Fee: \$ \_\_\_\_\_ Custodial Fee: \$ \_\_\_\_\_ Cook Fee: \$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

Approved: \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

### General Policy:

The Reedsport School District shall participate in community education by permitting community organizations and groups the use of school facilities and equipment for worthwhile activities and purposes. Such use shall not interfere with scheduled school programs or events and shall be supported in part by the payment of fees levied by the District to defray costs of utilities, maintenance and supervision.

**Any person, group or organization receiving more than \$600.00 per year while using district facilities must submit an EIN number with the district via the Facility Use Agreement**

### Priority:

Because public schools are supported primarily for the education of youth, first priority for use outside of school programs will be given to school-related groups and recognized youth organizations. Following these, preference will be given to publicly sponsored adult education and recreation programs, civic organizational activities, and finally to private educational and recreational group activities. **Submit this form to the school building or district front office at least 4 school days prior to the event. Applications submitted after that time may be denied.**

### Agreements:

All parties wishing to use any school facilities or equipment shall sign a School District Facilities Use Agreement prior to use. Facility agreement forms are available at each school's main office. The applicant must agree to assume responsibility for the observance of school regulations and the general conduct of all participants in the activity. The agreement shall also require that the applicant be responsible for damages that occur because of negligence, and indemnify and hold harmless the School District from any and all claims, losses or damages arising from use of the facility or equipment.

### Supervision:

Adequate supervision shall be required for all outside use of school facilities and equipment. The building principal is authorized to request additional general supervision for community education activities if needed. Minimum supervision in a building shall require that a designated staff person be responsible or on duty in the building during any event or activity of an outside group.

### Cancellations:

The School District shall reserve the right to cancel permits or agreements at any time when such action is necessary for the best interest of the District. A record of such cancellation shall be submitted to the administrative council whenever cancellation occurs. Permit holders shall be required to notify the District of cancellation at least one day in advance.

### Rental Fees:

Cafeteria with kitchen (Charter School)	\$ 50.00
Multi-purpose room with kitchen (Highland Elementary)	\$ 50.00
Multi-purpose room without kitchen (Highland Elementary)	\$ 25.00
Gymnasium (Charter School)	\$ 50.00
Classroom	\$ 25.00
Pacific Auditorium	\$ 50.00
Stadium	\$ 50.00
Football Field and Track	\$ 100.00
All other ball fields	\$ 25.00
Religious Organizations (not charging a fee or taking a collection)	\$ 5.00
Lab Fee – Computer labs or interactive video	\$ 5.00

Rental fees are based on up to three (3) hours of use; activities that require more time will be charged an additional fee. Rental fees do not include special services of a custodian or district employee if needed or requires.

Special Service Charges:	<u>On Duty</u>	<u>Off Duty (Minimum two (2) hours)</u>
Custodian	No Charge	Time and one-half
Cafeteria Worker	N/A	Time and one-half

*The Board reserves the right to waive fees under special circumstances. Under time constraints, the Superintendent (or the Superintendent's designee) may make the decision.*