

Brookings Harbor School District 17C  
**Facilities Use Form**

Location-Please Circle Or fill in other location: \_\_\_\_\_

Kalmiopsis Elementary	Gym	Multi-Purpose	Classroom# ___	Common Areas	Playground
Azalea Middle School	Gym	Multi-Purpose	Classroom# ___	Common Areas	Playground
High School	Gym	Multi-Purpose	Classroom# ___	Common Areas	Gibney Track/Field

Event Date(s) \_\_\_\_\_ Days: \_\_\_\_\_ Hours: \_\_\_\_\_  
 (What hours do you need access to the facility?)

Estimated Attendance: \_\_\_\_\_ Admission Charge Amount: \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Person responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

**USE OF FACILITIES CANNOT INTERFERE WITH OTHER SCHOOL RELATED ACTIVITIES AS PER TERMS BELOW:**

1. School facilities are not to be utilized for profit in competition with locally owned facilities.
2. Applications are to be made through the appropriate building principal at least 14 calendar days in advance.
3. Adult supervision by the organization must be adequate to insure orderly conduct of those in attendance and to insure the protection of district property.
4. The district shall be held harmless for injuries to participants and organizations/groups must provide prior written proof of insurance covering the event. **Certificate of Insurance Required**
5. The user shall pay to the district any costs incurred to repair or replace district property damaged or removed as a result of the activity. Use of school equipment, including athletic equipment, must be requested in writing and approved prior to the event.
6. If the use is in conflict with a future school function, every attempt will be made to notify the user that the approval has been pre-empted.
7. Requests may not be made more than one(1) year in advance.
8. A district employee or designee must be on duty during the event and user must pay all fees, including custodial fees. (Hourly fee subject to change)

REQUESTER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Each building will forward this form to the district office for signature and billing.*

Facility Use Policy can be found: Brookings.k12.or.us, School Board, Board Policies, K Community Relations, KG-AR

### Official Use Only

Written Proof of Insurance(Certificate of Insurance)-Date received \_\_\_\_\_

Rental Fees \_\_\_\_\_ Based on board policy KG-AR

Custodial Fees \_\_\_\_\_ Based on actual time worked by custodian.

Kitchen Support Fees \_\_\_\_\_ Based on specific use of kitchen.

Total Due \_\_\_\_\_ Paid cash/check # \_\_\_\_\_

Date Received \_\_\_\_\_ Received by \_\_\_\_\_

A school employee must be on duty, unless the Principal has approved other specific arrangements, during any utilization of school facilities. In the event this requires that a district employee be present other than during assigned working hours, the added compensation to the employee shall become part of the rental user fee. The rate of pay will be at the employees' 1 1/2 time rate. This will average approximately \$28.00 per hour.

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### **Set Up Needs**

List specific Needs Here - Examples: Cleared floor in cafeteria, 5 tables set up In Gym....

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