

Harrisburg School District 7

Code: **KG-AR(2)**
Revised/Reviewed: 4/12/10

Facility Use Form

Location

1. Room/Area requested: _____ School Requested: _____
Equipment only requested:
2. Equipment/items needed: Tables Chairs Access to showers/dressing rooms Other: _____
3. Additional Instructions/needs: _____

Note: Tennis shoes (gym shoes) must be worn in gym areas.

Who

4. Name of Organization Requesting Use: _____
5. Charges, if any, will be paid by: _____
6. The event will be supervised by: _____ Phone: _____ Office Phone: _____
7. Describe activity fully: _____
8. Names of those who will be attending: _____

When

9. Date(s) of event (list beginning/ending date(s) if event is repeated on several dates): From _____ To _____
 a. Event is a: One time event Weekly Every other week Monthly Every other month Other: _____
 b. Day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday
10. Time(s): From _____ AM / PM (Circle one) to _____ AM / PM (Circle one)

I certify that I am the authorized representative of the requesting organization and that the statements contained herein are true to the best of my knowledge. I agree to be responsible for the safe keeping of the facilities used for the named activity and for payment of all charges. I further agree that the school property will be used in accordance with the policy adopted by the Harrisburg School District #7 Board of Directors and the resulting administrative guidelines. Copies of the guidelines may be obtained from the District Office during normal working hours (phone 541-995-6626 option 1) or from the district website at www.harrisburg.k12.or.us. I personally, and on behalf of the requesting organization, agree that I and the organization shall indemnify, defend, and hold Harrisburg School District #7 harmless, its officers, agents, and employees from any claims, actions, liability or costs, including attorney fees and other costs of defense, arising out of or in any way related to the use and occupancy allowed under this agreement and arising from the sole or joint negligence of the Lessee, its members, officers, agents, spectators, or invitees. The Lessee shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with its activities. In addition, Lessee shall be responsible for any loss, damage or destruction of property belonging to Harrisburg School District #7 or a third party, caused by the sole or joint negligence of the Lessee. Any exception or waiver of these requirements shall be subject to review and approval by Harrisburg School District #7's Superintendent. All users of Harrisburg School District #7 property shall comply with all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Signature _____ Print Name _____ Date Submitted _____

Address: (Street, City, Zip) _____ Home Phone _____ Office Phone _____

The right is reserved to cancel this permit at any time. When the facility is not to be used on the date requested, the school office is to be notified at least one day prior to that date.

Date Received: _____	FOR DISTRICT USE ONLY	
Access/Requirements: <input type="checkbox"/> Doors will be opened and secured by: _____ <input type="checkbox"/> Key dispensed <input type="checkbox"/> \$25 deposit <input type="checkbox"/> Alarm code necessary <input type="checkbox"/> Insurance Required (documentation necessary)	_____ at \$ _____	Payments should be sent to: Harrisburg SD #7 PO Box 208 Harrisburg OR 97446 Attn: Business Manager
	_____ at \$ _____	
	_____ at \$ _____	
	Total \$ _____	
Personal Required: <input type="checkbox"/> Kitchen Staff <input type="checkbox"/> Equipment Operator <input type="checkbox"/> Athletic Director <input type="checkbox"/> Coach <input type="checkbox"/> Other: _____	No charges, explain: _____	
	School Approval:	
	_____ Principal or Superintendent (Required)	
FOR EMERGENCIES CALL TOM DENTAL AT 541-554-9980		

Harrisburg School District 7

Code: **KG-AR(1)**
 Revised/Reviewed: 5/11/98; 4/12/10; 6/13/16
 Orig. Code(s): KG-AR(1)

Facilities Usage Fee Schedule

Facility	Custodial Presence NOT Required	Custodial Presence Required
Gymnasium		
1. For volleyball/basketball	\$10 per hour OR	\$10 per hour OR
2. For large spectator event	\$1.00 per participant (whichever is greater)	\$1.00 per participate (whichever is greater)
a. No admission charged	\$10 per hour	\$25 per hour
b. Admission charged*	\$10 per hour	\$25 per hour
*District has the first option on concessions.		
3. If locker rooms and/or showers are to be used	Additional \$5 per hour	Additional \$10 per hour
4. Specialized equipment needed	Negotiable	Negotiable
Multiple Areas		
1. Small group	\$5 per hour	\$20 per hour
2. Large group	\$10 per hour	\$25 per hour
Classrooms/Library		
1. Small group	\$5 per hour	\$15 per hour (including any needed clean up time)
2. Large group	\$10 per hour	
District Kitchen		
The district kitchen shall not be used unless:		
1. Approval is given by head cook in advance.		
2. At least one district kitchen worker is present to supervise and help.	\$12 per hour	Additional \$12 per hour
3. Kitchen must be left as clean as it is found and all garbage dumped.	\$50 cleaning charge if necessary	\$50 cleaning charge if necessary
Ball Fields	Negotiable	Negotiable
Equipment Rental	Negotiable	Negotiable
Areas not available for individual use*: Batting cages; auxiliary gym		
*In order to be able to use the batting cages or auxiliary gym, you must be a non-profit group in Harrisburg (or nonprofit groups outside Harrisburg with a majority of the students residing in the Harrisburg School District). You must provide proof of liability insurance and sign the indemnification agreement to be cleared for use of facilities and equipment deemed not available.		