



## Oakridge School District #76

47997 W. First St., Oakridge, OR 97463

Phone (541)782-2813, FAX (541)786-2982

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[www.oakridge.k12.or.us](http://www.oakridge.k12.or.us)

### FACILITIES USE REQUEST AND CHECKLIST

1. \_\_\_\_\_ Name of person(s) and/or organization requesting use of Oakridge School District facilities: \_\_\_\_\_ Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
  
Email: \_\_\_\_\_
2. \_\_\_\_\_ Description of Activity: \_\_\_\_\_  
  
\_\_\_\_\_
3. \_\_\_\_\_ Facilities requested: \_\_\_\_\_ OES \_\_\_\_\_ OJHS \_\_\_\_\_ WMS \_\_\_\_\_ Other  
  
Areas needed: \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
Key Deposit: \_\_\_\_\_ (refundable upon return of the key)  
Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_
4. \_\_\_\_\_ Custodian required? ☐ Yes / ☐ No Cook required? ☐ Yes / ☐ No Fee: \$ \_\_\_\_\_
5. \_\_\_\_\_ Names of persons responsible for supervision: \_\_\_\_\_  
  
\_\_\_\_\_
6. \_\_\_\_\_ Certificate of Liability Insurance (proof of 1 million-dollar coverage required)
7. \_\_\_\_\_ We agree to abide by the District policy of being a Tobacco Free Zone and will ensure that smoking will not occur on the District property during this activity.

Signature of Person Requesting Use of Facilities: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Head Custodian

**2023-2024**  
**(updated 9/08/2023)**  
**OAKRIDGE SCHOOL DISTRICT**  
**Facility Use Fee Schedule**

- **Hourly Rate: Non-School affiliated adult groups shall be \$10.00 per hour for the first two hours and \$5.00 an hour after that. (This is for single area use request i.e. cafeteria, classroom, library or auditorium) + Cook or Custodial Time as needed. Youth group (Oakridge Students) rates for the use of gym and kitchen is \$1.00 per hour + Custodial or Cook Time if needed.**
- **Daily use for Classroom (full day): \$25.00 per day**
- **Shower Facility - \$100.00 per day + Custodial Time**
- **Field Use for Camping - \$3.00 per tent/per day**

**2023-24 Hourly Rates (see #6 on the Information on Rental of School Facilities Form)**

<b>Custodial – Straight time</b>	<b>Time &amp; ½</b>
<b>\$29.01</b>	<b>\$43.52</b>
<b>Cook - Straight time</b>	<b>Time &amp; ½</b>
<b>\$29.01</b>	<b>\$43.52</b>

**WMS full day request:**

- **Full Facility - \$345.00 per 24 hr period + Custodial/Cook Time**
- **Kitchen/Cafeteria - \$75.00 + Cook time**
- **Field Use - \$50.00**
- **Showers/Restrooms - \$100.00 + Custodial Time**
- **Gym - \$20.00 + Custodial Time**

**Long Term Facility Rental/Lease Agreement for WMS**

- **\$500 per month per room w/first and last due**
- **\$300 cleaning deposit**
- **12 month Lease Agreement for long-term use**
- **Use includes restroom access**
- **Liability Insurance Required**

**All outside groups must have a certificate of liability insurance with a one million dollar coverage listing Oakridge School District as a certificate of insured with respect to the activity/services provided by this agreement for the event unless waived by the Superintendent if felt that the group activities are of extremely low risk and all participants sign an agreement defending, indemnifying, and holding the District harmless in regards to any accident or injury that occurs while the group is using the District's facilities.**

Oakridge School District # 76  
Information on Rental of School Facilities

Oakridge School District Policy KG: Community Use of School Facilities shall be governed as follows:

1. Instructional areas are available only after consultation with the teacher/librarian and/or approval by the administration. All non-instructional areas require approval by the administration. Classrooms/libraries contain supplies, materials, equipment, personal belongings, and confidential materials that should not be exposed to the public without staff approval.
2. The facilities are available for non-school affiliated groups from ten minutes after the student dismissal time to 10:00 PM (weekends/vacations excluded). Ending times may be extended with prior approval by the administration. School-sponsored activities take priority over other groups.
3. All student groups must be supervised and appropriate behavior is required of all groups. Inappropriate behavior or misuse of the facilities may result in the loss of facility use.
4. Rates for use of all school facilities, including the gymnasiums, auditoriums and the kitchens by non-school affiliated adult groups shall be \$10 per hour for the first two hours and \$5 for each additional hour (youth group rates for use of gyms and kitchens are \$1 per hour). Community members may use the track and tennis courts for their personal use at no charge and without prior notice to the district at times these facilities are not in use for school activities. Donations or services may be substituted for rental fees with pre-approval of the administration. Other costs may be determined by the administration depending upon facility and equipment rental requests. Adult groups affiliated with the school (Grad Night, Booster Club, etc.) may use the facilities free of charge. Items left in the facility may be disposed of after 7 days.
5. District facility use by non-school affiliated groups is on a "first-come, first-serve" basis.
6. If school personnel are not a part of the group using the facilities and a custodian is not on duty during the time of use, the non-school affiliated group will need to pay for a custodian to be present. Rates are based upon the custodian's normal rate of pay unless pre-negotiated with the custodian on duty. When the kitchen is used, a cook must be present, unless previous arrangements have been made with the head cook and approved by the administration. If a cook must be present, he/she will be paid his/her normal rate of pay unless pre-negotiated with the cook on duty.
7. Facility use agreements must be approved by the administration. All agreements must include a certificate of liability insurance with a one million-dollar coverage provided by the outside group, listing Oakridge School District as a certificate of insured with respect to the activity/services provided by this agreement. This may be waived by the superintendent if it is felt that the group activities are of extremely low risk and all participants' sign an agreement defending, indemnifying, and holding the district harmless in regards to any accident or injury that occurs while the group is using the district's facilities. The superintendent shall be informed of all requests.
8. The Board and/or superintendent will review requests not specifically provided for in the policy.

**Additional Agreements/Requirements:**

1. Reservations are to be in writing with full payment posted in the building office seven days prior to use.
2. Facilities are not to be used for commercial purposes.
3. Intoxicants, tobacco and drugs are not permitted in or around the district facilities.
4. Groups using district facilities are responsible for proper care and use of facilities.

Fees may be waived if the event is judged to be of community wide interest, open to the general public and no monetary profit, above expenses is gained from the event.

The organization and its officers assume responsibility for any liabilities resulting during the rental of district grounds and facilities and holds Oakridge School District harmless from the same.

I have read and understand the conditions for the rental of school facilities and agree to the conditions.

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Please return this to the administrator of the building being requested. Copies should then be made for the following:  
District Office, Requesting Party, Staff Member & Custodian



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### Facility Use Key Distribution

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

School/Location Requested: \_\_\_\_\_

Key(s) Issued: \_\_\_\_\_

Key ID Number: \_\_\_\_\_

Distributed by: \_\_\_\_\_ Date: \_\_\_\_\_

\$50.00 Deposit Received: ☐ Yes Check # \_\_\_\_\_ ☐ Waived

Signature below confirms receipt of the key(s) listed above and responsibility for returning these keys upon completion of the facility use. At no time are keys allowed to be loaned or given to anyone other than the person signing for these keys. Lost or misplaced keys are to be reported to the District Office immediately. Loss of key(s) may result in rekeying all locks in the building. If this occurs, you will be responsible for all costs of rekeying. A \$50 deposit is required and will be returned contingent upon return of all keys listed above. If keys are not returned, the deposit will be forfeited and additional fees may be incurred as referenced above.

Ref. Oakridge School District Board Policy ECAA

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use

Date \$50.00 Key Deposit Returned: \_\_\_\_\_ Staff Initials: \_\_\_\_\_