



# Oroville School District

816 Juniper Street Oroville, WA 98844 (509) 476-2281 Fax (509) 476-2190

## **OROVILLE SCHOOLS APPLICATION FOR USE OF SCHOOL FACILITIES AND/OR EQUIPMENT**

NAME OF ORGANIZATION \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

NAME OF PERSON MAKING REQUEST \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

ADDRESS \_\_\_\_\_ TIME NEEDED \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FACILITY : (HS/JH) Commons \_\_\_\_\_ Gym \_\_\_\_\_ Kitchen\* \_\_\_\_\_ Classroom(s) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ (ES) Cafeteria \_\_\_\_\_ Gym \_\_\_\_\_ Classroom(s) \_\_\_\_\_

PURPOSE FOR WHICH FACILITY IS NEEDED \_\_\_\_\_

1. Sponsoring organizations shall provide sufficient, competent and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.
2. Intoxicants will not be permitted in school facilities or on school property at any time also, smoking; is not permitted on school district property at any time.
3. Insurance certificates will be required of any group using school facilities. A waiver to this requirement may be considered with the approval of the district's risk management agent. For such a waiver to be considered, a member of the petitioning group must provide the district evidence of an up-to-date first aid/CPR card, and must agree to be present during all facility use events.  
Designees: \_\_\_\_\_
4. A security deposit of \$100.00 may be required.
5. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
6. When no service charge is made, the group of individuals agree to clean the facilities and restore equipment/furniture to its original arrangement. If this is not done to the district's satisfaction, the district shall charge the group using the facility the actual cost for doing such. The fee must be paid before the facility can be used again by the group or individuals.
7. Only designated portions of the facility may be used.
8. At any time, the district may choose to discontinue the group's or individual's use of facilities.
9. The Oroville School Board reserves the right to refuse the use of school facilities to any individual or group if, in their opinion, such use would be contrary to the laws of the State of Washington or in any way violate the intended use of facilities.
10. The superintendent possesses the authority to make the final decision on use of school facilities by a group; however, the group may appeal such decision to the board of directors.
11. No keys will be cut or provided to groups or individuals. Electronic card lock cards will be provided with specifically programmed dates, times and durations. Electronic cards are to be returned after the term of facility use.

Any and all use of district's facilities and/or equipment shall be totally free from controversial purposes and activities of a disruptive nature.

### **HOLD HARMLESS AGREEMENT**

The Renter/User \_\_\_\_\_ hereby agrees to indemnify and hold harmless the Oroville School District; its appointed and elected officials and employees while acting within the scope of their duties as such, from and against all claims, demands, loss, liability of any kind and character, including costs of defense arising out of or in any way connected with the Renter/User's use of the school facilities specified in this agreement.

I, the undersigned, do hereby understand and agree to the above requirements.

Signature \_\_\_\_\_ Title/Position \_\_\_\_\_ Date \_\_\_\_\_

### **FOR DISTRICT USE ONLY**

Dates approved and coordinated on the school calendar. \_\_\_\_\_  
(Building Principal/Athletic Director/Program Supervisor)

Custodian in charge: \_\_\_\_\_ District employee to supervise: \_\_\_\_\_

Staff person normally responsible for area \_\_\_\_\_

Rental fee: \_\_\_\_\_ Custodial Fee \_\_\_\_\_ Total fee to be collected: \_\_\_\_\_