



16550 SW MERLO RD
BEAVERTON, OR 97006

FACILITY AND EQUIPMENT USE APPLICATION

All users of District 48 facilities must complete application

Date Submitted

MUST BE COMPLETED BY APPLICANT

The undersigned, hereby makes APPLICATION to use: ACCOMMODATIONS: SCHOOL:
(see reverse side)

on behalf of: NAME OF ORGANIZATION OR INDIVIDUAL: APPROXIMATE NUMBER OF PEOPLE ATTENDING:

DAY OR DAYS OF THE WEEK: DATE: (IF ONE TIME ONLY)

IF CONTINUOUS GIVE DATES: BEGINNING DATE: TO ENDING DATE:

HOURS: Circle A.M.: : TO A.M.: :
P.M.: : P.M.: :

STUDENT ACTIVITY Please describe _____

ADULT ACTIVITY Please describe _____

TO BE HELD: ONE TIME ONLY WEEKLY MONTHLY MORE THAN ONE TIME A WEEK

ACTIVITY FOR DISTRICT STUDENTS/EMPLOYEES ONLY. Beaverton School District reserves the right to require the applicant to provide liability insurance coverage. Applicant has current liability coverage? Yes No

Any damage to District equipment or facilities occurring during applicant use, beyond customary wear and tear, will be the responsibility of the applicant.

ROOM(S) REQUESTED

- AUDITORIUM
 - MULTIPURPOSE ROOM
 - CLASSROOM
 - CAFETERIA
 - KITCHEN
 - GYM
 - DRESSING ROOMS
 - SHOWERS
 - EQUIPMENT
 - OTHER
- NOTE: Regular school personnel are required for the following uses
- KITCHEN EQUIPMENT (Cafeteria employee required)
 - OTHER EQUIPMENT (AV, Scoreboard, etc)

SUPERVISOR INFORMATION REQUIRED PRIOR TO APPROVAL OF APPLICATION

SUPERVISOR NAME: HOME PHONE: WORK PHONE:

MUST BE COMPLETED BY SCHOOL

Completed **Facilities and Equipment Use Fee Schedule Worksheet** must be attached to this application. Total Charges per fee worksheet: \$ _____

The school must submit signed **Application &** completed **Facilities and Equipment Use Fee Schedule Worksheet** to the Business Office.

CHARGES FOR FACILITY USE (IF ANY) WILL BE PAID BY:

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

APPROVED DENIED
The School reserves the right to cancel this permit at any time.

Signature of Principal or Superintendent (required)

Signature of Chairperson, local school committee (required)

APPLICANT MUST ALSO SIGN REVERSE SIDE OF THIS FORM

TERMS AND CONDITION

- I agree to be responsible for the conduct of the audience and participants in and about the building and for any damage beyond ordinary wear and tear which may occur to school property incident to my occupancy and /or uses thereof, and I also hereby agree to defend, indemnify and hold harmless the School District from any and all claims, loss, cost, or damage rising out of the use of the building covered by this application; and I further agree that the school property will be used in accordance with rules and regulations of the District School Board and the Local School Committee. Smoking, or the use of any drug, alcohol, or tobacco products, is prohibited on all Beaverton School District property including buildings and outdoor areas. The applicant agrees to adhere to the Federal and State OSHA Standard on Bloodborne Pathogens.
- Beaverton School District reserves the right to require the applicant to provide liability insurance which covers the applicant, the applicant's activities, and includes the Beaverton School District as an additional named insured. The applicant's insurance will be primary before the District's insurance coverage.
- Beaverton School District is non-discriminatory, and users must also be non-discriminatory. The user agrees to not discriminate against individuals on the basis of race, religion, disability, sex or age in the use of District facilities. The user agrees to provide to a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is equal to that afforded others involved in the user's program or activity.
- Food handling and preparation in Beaverton School District facilities must comply with Washington County Health Department guidelines (call 503.648.8722)
- If the building is not to be used on the date requested, the school office must be notified at least 48 hours prior to that date.
- FAILURE TO PROVIDE 48 HOURS NOTIFICATION OF CANCELLATION WILL RESULT IN A MINIMUM TWO-HOUR CUSTODIAL CHARGE.
- Failure to pay all charges in full will result in denial of future uses.
- A fee may be charged for field or parking lot clean-up.
- Users of school facilities agree to abide by Local School Committee conditions imposed by the school.

THE USERS OF SCHOOL FACILITIES MUST READ AND AGREE TO ALL OF THE ABOVE TERMS AND CONDITIONS.

SIGNATURE OF APPLICANT:	PRINT NAME:	DATE:
STREET ADDRESS:	CITY:	STATE: ZIP CODE:
HOME PHONE:	OFFICE PHONE:	FAX NUMBER:



16550 SW Merlo Road
Beaverton, OR 97006-5152

Facilities and Equipment Use FEE SCHEDULE WORKSHEET

Complete the following worksheet to determine fees. See Administrator Reg. KG-AR-1 to determine which groups are charged fees.

HEATING / VENTILATION / COOLING							
	DAYS OF USE	X	HOURS OF USE	X	FEE PER HOUR	=	TOTAL COST
High School	_____	x	_____	x	\$47.20	=	\$ _____
Middle School	_____	x	_____	x	\$29.40	=	\$ _____
Elementary School	_____	x	_____	x	\$13.40	=	\$ _____

ELECTRICITY - Electricity and other fees required per use.							
Classroom (each room)	_____	x	_____	x	\$2.05	=	\$ _____
Cafeteria	_____	x	_____	x	\$4.10	=	\$ _____
Gym	_____	x	_____	x	\$4.10	=	\$ _____
Media/ Multipurpose Center	_____	x	_____	x	\$4.10	=	\$ _____
Kitchen (lights only)	_____	x	_____	x	\$4.10	=	\$ _____
Kitchen	_____	x	_____	x	\$10.35	=	\$ _____
Field Lights	_____	x	_____	x	\$41.50	=	\$ _____
Auditorium	_____	x	_____	x	\$12.50	=	\$ _____

OTHER UTILITIES - Required per use, per day.

Garbage, Water, Sewer, Paper Products, Cleaning Supplies: (\$.30 per person, with a minimum of \$4.00 charge) \$ _____

CUSTODIAN/ MONITOR

Must be on duty when building is in use. For building use during non-school hours, there is a two-hour minimum requirement. Calculate additional time if custodian is asked to perform tasks beyond opening and closing facility. After two-hour minimum, time must be in half hour increments..

MINIMUM TWO HOURS	TOTAL HOURS	X	RATE	=	TOTAL COST
Custodian (overtime and holiday cost)	_____	x	\$44.00	=	\$ _____
Monitor (overtime and holiday cost)	_____	x	\$26.00	=	\$ _____

CAFETERIA WORKER

Must be on duty when kitchen and/or kitchen equipment are in use.

MINIMUM TWO HOURS	_____	x	\$40.00	=	\$ _____
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EQUIPMENT

(includes Food Services Equipment)

LIST EQUIPMENT REQUESTED	LIST HOURS
_____	_____
_____	_____
Number of equipment items _____ x \$16.25 per hour = \$ _____	x total hours used _____ = \$ _____

ROOM CHARGE

(the following may be waived by the Local School Committee)

Standard Classroom	_____ x days at \$38.40 per day	=	\$ _____
Elementary School Gym/Cafeteria/Multipurpose Room	_____ x days at \$57.60 per day	=	\$ _____
Middle/High School Cafeteria/Multipurpose Room	_____ x days at \$76.80 per day	=	\$ _____
Middle/High School Gym	_____ x days at \$115.20 per day	=	\$ _____
Middle/High School Auditorium	_____ x days at \$166.40 per day	=	\$ _____
Field and Parking Lot use (charge only incurred costs)		=	\$ _____

NOTE: FEES AND/OR SCHEDULES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

SCHOOL:	DATE:
APPLICANT:	

TOTAL CHARGES:	\$ _____
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