

Woodburn School District

Code: **KG-AR(2)**
Revised/Reviewed: 8/71; 10/90; 11/90; 2/91;
1/21/99; 8/15/13; 8/21/14;
5/13/15
Orig. Code(s): KG-AR

Maintenance Department
1091 Newberg Hwy | Woodburn, OR 97071
Phone: 503-981-2714 | Fax: 503-981-2718

Request for Use of Facilities and Grounds

Request for use of: _____ (Name of Site)

Grounds needed: _____

Rooms needed: _____

Special furniture or equipment needed: _____

Day of week: _____ Start date: _____ End date: _____ Time: From: _____ to _____
(Specific dates of use - Attach list if needed)

Purpose of facility use: _____

Estimated number of participants: _____ Is Woodburn School District sponsoring this event? Yes No

Sponsoring organization: _____

Will admission, fees and/or registration be charged? Yes No If yes, how much? \$ _____

Group category: A or B If "B," attach proof, IRS form 501(c)(3).

Person Requesting: _____

Name Email Phone

Address City State Zip Code

Supervision provided: _____

Name Address Phone

I understand that I, as representative of my organization, am responsible to: 1) abide by the Facility Use Regulations (attached) and 2) pay any costs associated with the facility use (i.e., rental, custodial and maintenance); and 3) will have a copy of the Approved Request on site at all times during the approved event.

Signature of Person Requesting _____ Date _____

OFFICE USE ONLY	
<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted Reason: _____	
Superintendent or Designee _____ Date Processed _____	CHARGES:
Proof of Liability Insurance: _____	Deposit \$
Insurance Company Name _____ Policy Number _____	Rent \$
IRS Form 501(c)(3) received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Custodial \$
Deposit received: \$ _____ Rec'd by: _____ Date: _____	Equipment operation \$
	Other \$
	Total Due \$
Balance due on or before date of use: \$ _____ Rec'd by: _____ Date: _____	

Facility/Grounds Use Fee Schedule

For the purpose of charging fees for the use of facilities/grounds, the Woodburn School District recognizes the following group designations:

- GROUP A:**
1. Individuals or groups using facilities for the purpose of making a profit.
 2. Individuals or groups using facilities for purposes other than those listed in Group B below.
- GROUP B:**
1. Individuals or groups conducting activities or charging an entrance fee or accepting donations or proceeds used solely for the support of civic and welfare causes.
 2. Nonprofit and government organizations conducting activities and services solely for the benefit of Woodburn students.

***Basic Rental Charges**

GROUP A GROUP B

*Basic Rental Charges	GROUP A	GROUP B
1. Use of large areas (gym, kitchen/cafeteria, lecture hall, etc.)	\$20/hour	Free
2. Use of kitchen facilities with equipment use	\$47/hour	\$47/hour
3. Use of small areas (classroom, commons, etc.)	\$10/hour	Free
4. Playing field	\$20/hour	Free
5. Turf field **	\$100/hour	\$25/hour

* Additional fee of \$50/hour (minimum of four hours) will be charged to use facilities if a custodian is required for opening/closing the facility or cleanup outside of his/her regularly scheduled work hours.

Only a district-approved technician may use the sound and lighting equipment in the lecture hall.

Please also note that any equipment operation costs required by the building or district administrator will be billed to the user at district cost.

** Use of turf field requires District supervision. (\$25/hour; minimum of two hours)
 Use of turf stadium lights; \$10/hour.
 Only a district-approved technician may use the stadium sound system and score board.

For single or multiple events scheduled by an organization within a single school year, a one-time cleaning/damage deposit of \$50 for both Groups A and B shall be paid upon approval of the Request for Use of Facility and Grounds form. Upon satisfactory completion of the activity, the deposit will be credited to the balance owed. The balance shall be paid within three working days of the event.

For situations where the activities may extend over a period of weeks or months, a deposit of the first month's use shall be paid upon approval of the Request for Use of Facility and Grounds form. The balance will be billed to the sponsoring group on a monthly basis.