

**RIVERDALE SCHOOL DISTRICT 51J
APPLICATION AND CONTRACT FOR USE OF FACILITIES**

<i>OFFICE USE ONLY</i>		
Received:	Custodian Sched/Conf:	RDP Conf:
Bldg Cal:	Dist Cal:	DO for Billing:

EVENT INFORMATION

Location	Rental Start Including Set-Up	Rental End Including Clean Up
	M T W Th F Sa Su	M T W Th F Sa Su
<input type="checkbox"/> Riverdale Grade School	Date	Date
<input type="checkbox"/> Riverdale High School	Time	Time
<i>Please Note: This form must be submitted 10 days prior to your event</i>		
Event Name:		
Group Name/User Name: <input type="checkbox"/> RGS PTC <input type="checkbox"/> RHS PTC <input type="checkbox"/> Riverdale School Foundation		
<input type="checkbox"/> Other		
Purpose:		
Expected Attendance:	Event Begin & End Time:	

FACILITIES & CHARGES

Tier #1 - In district school programs, parent organizations (PTC, RSF, RTA), district meetings, and organizations with special agreement.

Tier #2 - Local youth sports, government agencies (such as city council, planning commission, neighborhood associations, etc.), colleges and universities, and in-district non-profit 501 (c) (3) organizations. Proof of non-profit status is required.

Tier #3 - In-district private interest (parties, conventions, receptions, social clubs, etc.), adult recreation, and organizations providing instruction for district-sponsored student/teacher programs, and non-profit out-of-district 501 (c) (3) organizations..

Tier #4 - For-Profit organizations, out-of-district groups.

Note: All rates are hourly unless otherwise noted.

Facility	Tier #1	Tier #2	Tier #3	Tier #4	# of Hours	Total \$ Amount
Riverdale Grade School						
Parking Lot/Courtyard	FREE	\$30/day	\$40/day	\$50/day		
Field	FREE	\$30	\$40	\$60		
Gymnasium	FREE	\$37	\$50	\$75		
Commons	FREE	\$30	\$40	\$60		
Library/Music Room	FREE	\$32	\$43	\$65		
Classrooms/Conference Room	FREE	\$25	\$34	\$50		
Riverdale High School						
Maverick Room	FREE	\$30	\$40	\$60		
Gymnasium	FREE	\$37	\$50	\$75		
Classrooms/Conference Room	FREE	\$15-\$37	\$20-50	\$30-75		
Support & Equipment						
Custodian	\$40	\$40	\$40	\$40		
Audio/Visual	\$10/day	\$30/day	\$40/day	\$50/day		
Utility Charge	\$15-\$45 max	\$15-\$45 max	\$15-\$45 max	\$15-\$45 max		
Building Repair	TBD	TBD	TBD	TBD		
Other Charges	TBD	TBD	TBD	TBD		
					Total Due	

Additional Information/Requirements

<input type="checkbox"/> Chairs Qty:	<input type="checkbox"/> Microphone Location:
<input type="checkbox"/> Tables Qty:	<input type="checkbox"/> Projector/Screen Location:
<input type="checkbox"/> Risers Qty:	<input type="checkbox"/> Podium Location:
Other Needs: Attach detail if necessary	

RIVERDALE SCHOOL DISTRICT 51J APPLICATION AND CONTRACT FOR USE OF FACILITIES

A 50% deposit is required to reserve space for this request. Please make checks payable to Riverdale School District, 11733 SW Breyman Ave, Portland, OR 97219. Final payment for facility rentals by outside users must be provided no later than 5 days prior to the event.

Contact Name:	Group Name:
Email Address:	Contact Number:
Billing Address:	

1. The DISTRICT agrees to provide the facilities listed on the reverse side of this form. It is further agreed that said facilities will be in reasonable working order.
2. The USER agrees to the following:
 - a. To observe all federal and state laws, policies of the DISTRICT (a copy of which is available for review upon request) and regulations of the Superintendent or principal of the school where the premises to be rented are located.
 - b. To permit no smoking or other uses of tobacco products, alcoholic beverages or other controlled substances on DISTRICT property.
 - c. To hold the DISTRICT harmless for any malfunction, injury, liability, or property damage incurred by person or persons using DISTRICT facilities.
 - d. To make restitution for any damage incurred during use of the facility.
 - e. To certify that the organization has an open membership and complies with all federal, state and municipal equal opportunity laws and regulations regarding discrimination.
 - f. That all classifications requiring any additional custodial work will be charged. The facility user is required to leave the premises in condition found or better. School district facilities are currently being maintained with a significant reduction in the custodial work force. It is important that every individual help to maintain our community resources. Applicants agree that the use of the facilities and this application shall be revocable by the DISTRICT at any time. **INSURANCE:** A copy of Certificate of Insurance must be on file at site and at the Community School office.

The applicant's proposed activities are covered by liability insurance policy in a minimum amount of \$1,000,000 issued by:

A certificate of insurance with endorsement naming **Riverdale School District** as additional insured must be provided by the undersigned to the District prior to any use. USER's Insurance has been provided

USER Representative Signature _____ Date _____

PRINCIPAL Signature _____ Date _____

SUPERINTENDENT Signature _____ Date _____

ATHLETIC DIRECTOR Signature _____ Date _____

Questions? 503-262-4842 503-262-4844