

**North Santiam
School District**

Code: **KG-AR(2)**
Revised/Reviewed: 6/23/11; 9/15/11; 2/19/15

Facilities Usage Agreement/Invoice – KG-AR Form #1

The North Santiam School District is a drug, alcohol and tobacco-free environment. No weapons are allowed on school property except by special legal right.

All school activities take priority over any other event scheduled. Organizations that use facilities without a usage fee are still subject to fees for custodial, food service, and technology personnel. All groups are subject to fees for any service on weekends, holidays, and any other noncustodial working time. Any cleaning fees or fees for missing or broken equipment will automatically be charged to your organization. All organizations must have proof of liability insurance on file with the district before the application for building use can be processed.

1. Up Front Fees:

- a. 50 percent deposit (based on invoice; required before officially scheduling);
- b. 100 percent of scheduled personnel costs;
- c. Checks are to be made payable to North Santiam School District;
- d. The business manager may consider requests for payment considerations or negotiate contracts for large volume, long term or commercial users;
- e. Any additional waiving of fees must be approved by the superintendent.

2. General Regulations

See General Regulations in policy KG - Facilities Usage.

Application Date: _____

First Name: _____

Last Name: _____

Email Address: _____

Event Title: _____

Event Description: _____

Area Requested (include location, building, room numbers, fields, kitchen, etc): _____

Building Location (*Circle One*):

Stayton High School

Stayton Intermediate/Middle School

Stayton Elementary

Mari-Linn School

Sublimity School

Special Classrooms Requested: _____

No outside agency may schedule event during school hours or more than six weeks before the requested date of use, unless it is a yearly or half-yearly event.

Event Date(s): _____

Event Start Time: _____ Event End Time: _____

Set Up Begin Time: _____ Break Down Time End: _____

Duration: _____ Hours: _____ Minutes: _____ Number of Days: _____

Tentative Booking (Check One): Yes No

Organization Information

Name of Organization: _____

Organization Type: _____

Contact Name: _____

Organization Email Address: _____

Day Phone: _____ Cell Phone: _____

Billing Address: _____ City, Zip _____

Physical Address: _____ City, Zip _____

Bill Organization (Check One): Yes No

FEIN: _____ Sales Tax Exemption #: _____

Insurance Information

Insurance Company: _____

Policy Number: _____

Coverage Amount: _____ Coverage Dates: _____ to _____

Number Attending: _____ Adults: _____ Children: _____

Set up Information – personnel Needs

✓ Check all that apply

	Equipment		Rental Price
	Bleachers	Set Up, Broken Down	\$25
	Alarm	Open and Close After Hours or Weekend	\$38 per hour
	Custodial	On-Site Custodial Assistance Requested	\$38 per hour
	Event	Set Up	\$38 per hour (scheduled as part of open/close)
	Event	Break Down	\$38 per hour (scheduled as part of open/close)
	Assistance	On-Site Food Service Assistance Requested	\$38 per hour
	Assistance	On-Site Media Assistance Requested	\$38 per hour
	HVAC	Weekend Use (Prep)	
	Lighting	Football field (Prep)	\$15 per rental
	P/A System	Rental Requested	\$25 (plus media personnel)
	CD Player	Rental Requested	
	Desktop/Workstation	Access Requested	
	Document Camera	Rental Requested	\$15 (plus tech personnel)
	DVD/VCR Unit	Access Requested	
	Internet Connection	Access Requested	
	Laptop & Projector	Rental Requested	\$50 (plus tech personnel)
	Smart Board	Access Requested	
	Tech Services	On-Site Technical Assistance Requested	\$60 per hour
	Television	Access Requested	
	Wireless Connection	Access Requested	
	White Board	Access Requested	
	Other Requests		

Answer the following questions by circling the answer:

1. Does your activity require custodial service? Yes No
Explain if yes and note number of planned hours below: _____

Custodial Fee: \$38 per hour (one hour minimum)

2. Does your activity require use of the food service area? Yes No
Explain if yes and note number of planned hours below: _____

Food Service Fee: \$38 per hour (one hour minimum)

3. Is activity related to school business or district/school activities (i.e. outdoor school, Title I, budgeting, co-curricular event, board meeting, school dances, etc)? Yes No
Explain if yes: _____

Yes = Waiver of Building Use Fee

4. Is activity a fund raising event for the District, school, or co-curricular activity? Yes No
Explain if yes: _____

Yes = Waiver of Building Use Fee

5. Does your organization have a reciprocal agreement with NSSD? Yes No
Explain if yes: _____

Yes = Waiver of Building Use Fee

6. Are you requesting the use of the Santiam Room outside of regular business hours (Before 7:30 a.m. or after 4:30 p.m.)? Yes No
Explain if yes: _____

Open and Close Fee: \$38.00

7. Do you require set up, break down, or cleaning of the area after you have finished (stage, chairs, microphones, etc)? Yes No
Explain if yes: _____

Custodial Fee: \$38 per hour (one hour minimum)

8. District policy indicates that tax-free status organizations may utilize any of the school buildings within NSSD without being charged a building use fee if the activity is free and involves only K-12 students that live within the boundaries of the District. Does your organization and/or event fall within these guidelines? Yes No
Explain if yes: _____

Yes = Waiver of Building Use Fee

9. Do you need technical assistance on site? Yes No
Explain if yes: _____

Technology Fee: \$60 per hour (one hour minimum)

Billing Information

Personnel charges will be based on cost recovery that includes payroll costs. Any request for personnel to work at your event on a weekend, after hours, or on a holiday will be charged at the overtime rate.

Fee Classification – See Board policy KG (*Circle one*): III III

Fee Adjustments (see questions 1-10 above) _____

Fees for Classification III: _____ per hour X _____ Hours = _____

One Classroom	\$30 per hour
Library/Multi-Purpose Area	\$50 per hour
Kitchen	\$50 per hour + Food Service Personnel
Gym/Auditorium	\$50 per hour
Technology Lab	\$80 per hour + Technology Personnel

Other: _____

Equipment Rental Requests: _____

Media/Technology Rental Requests: _____

Kitchen Equipment Rental Requests: _____

Custodial Requests: _____

Catering Requests: _____

Comments/Additional Requests: _____

Totals:

Building Use	\$ _____
Personnel	\$ _____
Rental	\$ _____
TOTAL	\$ _____

Cancellation Policy

1. Building use applications may be canceled by the applicant by personally contacting the facilities director (503-769-4928) at least 72 hours prior to the scheduled event. Deposits will be returned within 10 working days of the cancellation.
2. A \$25.00 cancellation fee will be assessed if the applicant notifies the district of a cancellation 48 hours prior to the posted date and time.
3. The applicant will be fully charged all fees (including personnel costs) if the district is notified less than 24 hours prior to a cancellation.
4. Under extenuating circumstances the superintendent may waive cancellation fees.
5. The district retains the right to cancel an approved use of facilities at any time if the use interferes with planned school activities or due to an emergency (such as inclement weather, loss of power, etc.). The district will notify the applicant as soon as possible of any such cancellation.

A permit will be issued when full payment has been made. The applicant has 30 days after the end of the event to pay any additional invoiced fees for personnel, clean-up, or damage to property. I have read the general regulations as outlined in policy and administrative rules regarding facilities use and agree to the cancellation policy as outlined above.

Signature: _____ Date: _____

Assisted By: _____

Insurance Approved By: _____

50 percent Deposit Received (date): _____ Initial: _____

Full Personnel Cost Received (date): _____ Initial: _____

Final Payment Received (date): _____ Initial: _____