



ST HELENS SCHOOL DISTRICT FACILITY USE APPLICATION

DATE SUBMITTED: _____

MUST BE COMPLETED BY APPLICANT

The undersigned, hereby makes APPLICATION to USE: _____

on behalf of : NAME OF ORGANIZATION OR INDIVIDUAL: _____

APPLICANT TYPE: SUPPORTING ORG NFP STUDENT NFP OTHER FOR PROFIT/PRIVATE

DESCRIBE ACTIVITY: _____

DATES: _____ DAY(S) OF THE WEEK: _____

HOURS: _____

To be held: ONE TIME ONLY WEEKLY MONTHLY MORE THAN ONCE A WEEK OTHER/ADDENDA

APPROXIMATE # OF PARTICIPANTS/SPECTATORS PER DAY: YOUTH _____ ADULTS _____

ROOM(S) REQUESTED

AUDITORIUM LIBRARY GYM COMMONS FIELDS

CLASSROOMS: _____

FIELDS: _____

SUPERVISOR AND BILLING INFORMATION

SUPERVISOR NAME: _____ CONTACT NUMBER: _____

CHARGES FOR FACILITY (IF APPLICABLE) WILL BE PAID BY:

NAME: _____ BUSINESS PHONE: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE: _____ ZIP CODE: _____

****50% DEPOSIT REQUIRED PRIOR TO USE**

INSURANCE REQUIRED: Policy # _____

TERMS AND CONDITIONS

I agree to be responsible for the conduct of the participants and spectators 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, idemnify and hold harmless the St Helens School District from any and all claims, loss, cost or damage rising out of the use of the buiding covered by this application; and I further agree that the school property will be used in accordance with the rules and regulations of the District School Board. Smoking, or the use of any drug, alcohol, or tobacco products is prohibited on all St Helens School District property, including buildings and outdoor areas. The applicant agrees to adhere to the Federal and State OSHA Standard on Bloodborne Pathogens.

If the buiding is not to be used on the date requested, the school office must be notified at least 48 hours prior to the event. Failure to provide 48 hours notification may result in a minimum two-hour custodial charge.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

FEE SCHEDULE WORKSHEET

Building Fees

	No. of Rooms		Days of Use		Hours of Use		Fee Per Hour	=	Total Cost
HIGH SCHOOL		x		x		x	10	=	0
MIDDLE SCHOOL		x		x		x	10	=	0
LEWIS & CLARK		x		x		x	10	=	0
MCBRIDE ELEMENTARY		x		x		x	10	=	0
COLUMBIA CITY SCHOOL		x		x		x	10	=	0

Field Use

	Days of Use		Hours of Use		Fee Per Hour	=	Total Cost
HIGH SCHOOL-ARTIF TURF		x		x	25	=	0
HIGH SCHOOL		x		x	5	=	0
MIDDLE SCHOOL		x		x	25	=	0
LEWIS & CLARK		x		x	5	=	0
MCBRIDE		x		x	5	=	0
COLUMBIA CITY		x		x	5	=	0

Specialty Electricity (Lighting) Fees

	Days of Use		Hours of Use		Fee Per Hour	=	Total Cost
FIELD LIGHTS		x		x	5	=	0

Other Fees

		Total Hours		Fee Per Hour	=	Total Cost
CUSTODIAN	2hr Min.	0	x	36	=	0
MONITOR	2hr Min.	0	x	36	=	0

GRAND TOTAL FEE \$ -

50% DUE: \$ -

MUST BE COMPLETED BY SCHOOL & DISTRICT OFFICE

The following must be completed prior to submitting application to the District Office:

- COMPLETED APPLICATION IS SIGNED BY APPLICANT FEE SCHEDULE WORKSHEET IS COMPLETE
- COMPLETED APPLICATION IS SIGNED BY ADMINISTRATOR

SIGNATURE OF SCHOOL ADMINSTRATOR: _____ **DATE:** _____

SIGNATURE OF SUPERINTENDENT: _____ **DATE:** _____

TOTAL CHARGES PER FEE SCHEDULE WORKSHEET \$ _____