

St. Helens School District – Facility Use Application Q&As

In early 2018, new forms will be available to outside entities seeking to reserve and use school district facilities.

READ BELOW FOR MORE INFO REGARDING THE DISTRICT’S APPLICATION & RESERVATION PROCESS

How do I reserve a St. Helens School District facility? *Reserving a school district facility starts with obtaining and completing a Facility Use Application. You may retrieve this at the school district’s website or the main office at each school or the district office. Visit: www.sthelens.k12.or.us/facilityuse for forms and addresses.*

An application for reserving multiple sites shall be submitted to the District Office at 474 N. 16th Street in St. Helens. Otherwise, the application shall be submitted to the facility where space is being reserved.

How do I know which type of group I am affiliated with? *Below are some examples of which groups fit into each category:*

Name of Form	Example of Groups
Supporting Orgs	Nonprofit groups organized solely to support the St. Helens School District including, but not limited to: Parent Teacher Organizations Band Patrons St. Helens Athletic Boosters St. Helens School Foundation
Nonprofit Student Programs*	Nonprofit groups directly benefiting students age 3-18 including but not limited to community-wide youth sports organizations, scouting groups, etc.
Other Nonprofit*	Nonprofit groups not previously defined including governmental entities.
For Profit	Any other group not previously defined. Entities using the For Profit form may also be individuals (including district staff) seeking to use district facilities for private but non-revenue generating activities.

*If you are a new nonprofit group utilizing District facilities, the District may request proof of status per the Internal Revenue Status or Oregon State’s Department of Justice Charity Registry

What parts of the facility use application do I need to complete? *Applicants should complete the first page of the facility use application.*

I’ve turned in my facility use application. When will I know if my reservation is confirmed? Who will I hear from? *When you submit a facility use application at a school, the head secretary will do an initial check of availability so that your request may be changed as needed. Upon receiving approval by the school’s principal, your application will be routed to the district office for invoicing. This process may take up to 7 business days during the regular school calendar year. The school secretary will be your main point of contact, however, the District’s Business Office may reach out to you about invoices or payment status.*

If you are part of a non-profit group which requests a fee waiver, your request may take up to an **additional 5 business days** for review and communication of the Superintendent's decision.

What happens if I want to use a reserve a facility in the summer? Reservations for activities during the summer are generally limited to a small number and must be arranged prior to the end of the academic calendar.

Does the District have a process to waive fees if I or my group does not have adequate funds to pay for them? It is the District's intention to share its facility with community groups while remaining expense-neutral and preserving the community's investments in its spaces for educational purposes as directed by the Board of Directors. As such, individuals or groups who seek a waiver of fees may fill out the Request for Waiver of Fees form available on our District's website. This form must be submitted with the associated facility use application.

Please note: due to regulations tied to tax-exempt financing used for building school facilities, use of specific facilities may be precluded from having fees waived for private use or for profit groups. Upon the completion of the 2017 bond program projects, these facilities will include Columbia County Education Campus, St. Helens Middle School and renovated portions of St. Helens High School.

What are the insurance requirements? Groups must provide certificates of insurance with an effective date range covering the entire span of their facility use period and demonstrate coverage of at least \$1,000,000 (one million dollars) in liability coverage. Certificates must be provided at least three business days prior to each occurrence of facility use.

Do you know where I can go to get event insurance coverage? As a local government, the district is not able to provide references or referrals to insurance providers. However, should your group be entering into a new insurance agreement, it may be prudent for you to review the insurer's track record at the State of Oregon's Division of Financial Regulation's database of insurance complaints: <http://dfr.oregon.gov/community/Pages/complaint-data.aspx>.

St. Helens School District – Facility Names & Locations	
Columbia City School 2000 2 nd Street – Columbia City 503.366.7550	Columbia County Education Campus 474 N. 16 th Street -St. Helens 503.366.3207
District Office 474 N. 16 th Street -St. Helens 503.397.3085	Lewis & Clark Elementary 111 South 9 th Street – St. Helens 503.366.7603
McBride Elementary 2774 Columbia Boulevard – St. Helens 503.366.7702	St. Helens Middle School 354 N. 15 th Street – St. Helens 503.366.7300
St. Helens High School 2375 Gable Road – St. Helens 503.397.1900	