

**GENERAL RULES AND REGULATIONS FOR USE OF
SPRINGFIELD SCHOOL DISTRICT #19 (SSD19) FACILITIES**

1. The Applicant submitting the online schedule for use of SSD19 facilities/properties must be 18 years or older and will be considered the representative(s) of the organization, responsible for recoverable fees/costs associated with use of SSD19 facilities, buildings or property. Acceptance of rules constitutes a legally binding document.
2. By submitting the online schedule for use of SSD 19 facilities and properties the applicant/organization acknowledges review of, and adherence to SSD 19 policies KG, KGAA, KGB, KGE, KGC.
3. All user groups shall provide an adult supervisor who shall remain with the group during all activities and be responsible for conformance with applicable rules and regulations and are responsible for the safety and conduct of participants & spectators.
4. Groups will not be admitted until their scheduled time and a school district representative with appropriate security and keys is present. An SSD19 representative must be present at all times during useage and render such service as is necessary for mechanical systems, unlocking, and locking the building.
5. All rentals are cancelled when the facility/building is closed due to an emergency and/or inclement weather. SSD19 reserves the right to cancel any permit for good cause. In the event of cancellation, there shall be no claim or right to damage/compensation on account of any loss, damage, or expense whatsoever endured by the Applicant as a result of such cancellation.
6. Billings are done at the close of each month. Payments to be made to Springfield School District 19.
7. Billing for employee overtime may be required for use of facilities. Employee charges are assessed as needed at \$42.00 per hour for overtime (2 hour minimum). If overtime is not applicable, billing for employee time will be billed at \$28.00 per hour (2 hour minimum). Kitchen rentals require district Nutrition Services staff to be present during the entire rental time for equipment operation and to conduct appropriate cleaning/sanitation.
8. The District reserves the right to ask for a deposit. Deposits should be of a reasonable amount based on the potential costs generated by the size of event, room, field, equipment use, utilities/electricity, trash removal and the potential for calling out employees after regular hours. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicant. If costs in excess of the deposit are incurred the lessee is responsible for payment.
9. The District may assess additional fees for damages, energy, water, garbage or additional cleanup if it is excessive. Facilities will be rented without heat or cooling unless provisions for arrangements are made in advance.
10. The Applicant agrees to fully comply with the adoption of policies for management of concussion and head injury in youth sports.
11. Applicant accepts the rented facility or playfield "as is" and is responsible to inspect the rented playfield or facility for damage or dangerous conditions, including but not limited to holes, broken items, debris, water spills, or other dangerous conditions on the property. It

is the responsibility of the Applicant to notify the District of any damage or dangerous conditions found on the premises.

12. Prior approval by the District is needed prior to any preparation work done on District fields.
13. There will be no RV/camping, open fires, vending on District property without prior District approval.
14. Applicants are required to provide proof of coverage for Commercial General Liability Insurance with limits of \$2,000,000 per occurrence/\$4,000,000 aggregate. Springfield School District 19 must be named as an additional insured on any policy. The insurance company must have an A. M. Best rating of A- or better. Coverage shall not be cancelled or reduced without thirty (30) day's written notice to the district. The address on the certificates should be: Springfield School District #19, 640 A St, Springfield, Oregon 97477.
15. The Applicant shall protect, hold harmless, indemnify, and defend SSD19 and SSD19 officers and employees from any and all liabilities, claims, lawsuits, or rights of action directly or indirectly growing out of the use of the premises covered by the permit due to negligent acts of applicant, its agents, employees, invitees, or subcontractors. In the event SSD19 incurs attorney fees and/or costs in the defense of claims or lawsuits under this section, such fees and costs shall be recoverable from the Applicant.
16. Tables, chairs, desks, furniture and equipment shall not be moved from one room to another unless specifically mentioned on the permit and by or under the direct supervision of an SSD19 employee. Extra or unusual services for programs or activities must be identified on the online schedule.
17. Alcohol, marijuana, drugs, and weapons (guns, knives, and other dangerous weapons) are strictly prohibited on SSD19 property.
18. Smoking and use of tobacco products are prohibited on SSD19 property. The term "tobacco products" shall include but not be limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic devices, non-FDA approved nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other smoking equipment, material, or tobacco innovation. The district prohibits the use of open flames, candles, and fires of any type inside or outside the facilities.
19. All events will be required to meet the occupancy load, fire and safety regulations of SSD19 and the City of Springfield, Oregon.
20. Gambling is not allowed on any SSD19 property.
21. Alterations to the field/facility are prohibited without prior approval.
22. Applicants are required to remove decorations, materials, equipment, furnishings or rubbish left after use. Building rentals at SSD19 facilities is granted for hourly use. Storage is not provided at the end of daily or nightly use.
23. All groups shall leave school facilities in the same order and condition in which they found them. SSD19 reserves the right to recover the cost of lost, broken or damaged items that occur during the use of the facility. The signature organization will be responsible for cost replacement.

24. Use of facilities is restricted to spaces and times specifically covered in the use agreement. Rentals are for the space/facility only and do not include special equipment or lighting. Please check with the school prior to scheduling for availability of special equipment.
25. SSD19 is not responsible for loss of personal property.
26. Permit fees must be mailed to the Building Rental Office in advance, unless other arrangements have been agreed upon and approved by the Building Rental Event Coordinator. All fees for a single use of a facility must be paid at least ten (10) working days prior to scheduled use.
27. The Applicant/Organization shall notify the Building Rental Event Coordinator of any cancellation of previously scheduled events at least five (5) working days prior to scheduled use. Changes/Cancelations must be submitted in writing. In case of failure to do so, SSD19 may invoice for expenses incurred in preparation for use of the facility requested.
28. Rules are acknowledged electronically upon requesting facility use.
29. Field Rental rules are as follow. Do not drive on the fields. Vehicles should only park in designated parking areas, gravel or asphalt unless authorized.