



Kim D'Alena, Administrative Assistant
Athletics & Activities
Phone: 541-842-3837
900 Kenyon Street
Medford, OR 97501

Medford School District Facility Use Terms and Conditions

The primary purpose for the use of schools, athletic fields, and related buildings is for the education and benefit of Medford School District students. Through a well-developed academic program and activities, students are being prepared to become responsible citizens.

1. Facilities will be available for usage by organizations, groups, or individuals only after the district's need for those facilities have been achieved. The District reserves the right to cancel or relocate scheduled non-district events for District use events or cost effectiveness to the District.
 - a. Approval of district facility use shall not be considered an endorsement or approval of an organization, group, or individual, or the views and purposes represented.
 - b. The District reserves the right to charge additional fees for the following circumstances:
 - i. The facility is damaged or left in disarray (at the discretion of the District and with documentation (when applicable) and written notice of charges), at the rate of \$40/hour for custodial, \$40/hour for maintenance and the cost of repairs.
 - ii. The Renter fails to cancel within 72 hours, the Renter will be charged the cost of the space (as per the Rental Fees Appendix).
 - iii. The renter loses keys or fails to return keys to the District, at a rate of \$50/key and potentially the cost of rekeying a location.
2. All organizations, groups, or individuals using district facilities shall ensure that all federal, state, county, city, and district laws and regulations; including those governing nondiscrimination, possession and sale of controlled substances, alcohol and safety and security are followed.
 - a. All individuals using district facilities or those affiliated with organizations or groups using district facilities shall not at any time possess weapons, firearms, or fireworks. Weapons under the control of law enforcement are permitted.
 - b. All individuals or those affiliated with organizations or groups using district facilities shall not at any time commit any act which threatens or endangers the safety or security of any person or property; and shall not commit any unlawful or criminal act.
 - c. All individuals using district facilities or those affiliated with organizations or groups using district facilities shall not at any time consume, sell, be in possession of, or be under the influence of any controlled substance or alcoholic beverage.
 - d. All individuals using district facilities or those affiliated with organizations or groups using

district facilities shall at all times observe the “No Tobacco Use” regulation.

- e. All individuals using district facilities or those affiliated with organizations or groups using district facilities will refrain from promoting weapons, firearms, fireworks, controlled substances, alcoholic beverages or tobacco when in conjunction with district facilities. This included but is not limited to sponsorships of events.
3. All organizations and their members, will only utilize the space(s) on their rental request, and for the hours requested. For any set-up or tear down, additional time must be noted on the facility request or a new request submitted. Additional space and time will be requested through the facilities office via e-mail or submittal of a new request.
 - a. No access will be given to any outside organizations, groups or individuals during school hours without previous school site consent.
 - b. All visitors during school hours must check in at the school site front office.
 - c. Members of organizations and attendees of events will not arrive before the scheduled time or remain in the building after the scheduled time.
4. All organizations, groups, or individuals using district facilities shall provide a certificate of liability insurance in the minimum amount of \$1,000,000, naming the Medford School District as an additional insured. All those applying for use of school facilities shall agree to indemnify and hold the district free and harmless from any loss or damage, liability or expense that may arise during, or is in any way caused by, their use or occupancy of school facilities.
5. Applicants understand that the Medford School District must protect and maintain district buildings, grounds, and equipment in the best possible condition for both school and community use.
6. All organizations, groups, or individuals, in addition to the Facilities usage agreement, will adhere to the operational guidelines established in the Resource Conservation Policy, when applicable.
7. All organizations and its staff, attendees and individuals associated with an event on school district property will interact with all Medford School District 549C staff in a professional manner. They will communicate effectively and will follow site rules and expectations.
 - a. If there is a conflict with staff, organizations need to contact the Athletics Office at 541-842-3837 or kimberly.dalena@medford.k12.or.us.
 - b. All equipment, set-up needs, and personnel requests will be submitted prior to the event date through the facility request or by contacting the Facilities Office within 1 week of the event date (541)842-3646. Facilities Office hours are Monday through Friday, 7:00 am to 3:30 pm.
8. All organizations, groups, or individuals using district facilities shall be responsible for providing site supervision or having a responsible person provide oversight of participants, activities and to protect the district facility from damage or harm. The responsible person must provide contact information to the district before scheduled use.

9. All organizations, groups, or individuals using district facilities shall not at any time engage in or permit bike riding, skateboarding, roller skating and rollerblading on district property, except in designated areas with proper supervision and equipment. In no case will these activities be allowed during school hours.
10. All organizations, groups, or individuals using district facilities shall not at any time engage in or permit the reckless operation or racing of automobiles, motorcycles, or other motorized vehicles on district property.
11. All organizations, groups, or individuals using district facilities are responsible for leaving facilities in the same condition as they were found. Additional charges for maintenance or custodial services may be charged if areas are damaged or not properly cleaned as per the Rental Fee Appendix.
 - a. All organizations, groups, or individuals using district facilities are responsible for cleaning areas after use. Cleaning chemicals other than those provided by district custodial staff shall not be used. All trash and debris must be picked up and removed immediately following facility usage.
 - b. All individuals using district facilities and those affiliated with organizations and groups using district facilities must only use clean, non-skid shoes on gym floors. Users will be responsible for removing all marks on gym floors.
 - c. All activities in rooms should be compliant with the room's recommended usage (i.e. all athletic activities to be held in gymnasium or outside).
 - d. All decorations shall be temporary and must comply with fire laws and regulations of the State and local fire marshal. Decorations may not be attached to walls, furniture, ceilings, curtains, etc., so as not to damage any surface. All decorations must be removed immediately after use of the facility.
 - e. No food or drinks are allowed in the classrooms, theaters or gyms. Food and drink are allowed in the cafeteria; all spills must be immediately cleaned.
 - f. The Auditorium stage floors have been updated, resurfaced and repainted. All users using the stage floors must comply with the following rules:
 - i. Gaff Tape and spike tape are the only tapes allowed to be used on the stage floor.
 - ii. Furniture, chairs, band shell or any objects cannot be pushed or dragged across the stage floor. They must be picked up, or put on something that will allow them to slide across the floor.
 - iii. Smoke machines or anything that creates moisture may not be put directly on the stage floor. They must be placed on a tarp or piece of wood.
 - iv. No food or drink is allowed on the stage except water in sealed water bottles such as Hydro Flasks.
 - v. Users must use clean non-skid shoes on the stage floor.

- g. If you bring your own floor such as a Marley floor or wooden planks, and it pulls up paint on the stage floor or damages the surface, you will be charged a fee to repair the damaged floor and have it repainted.
12. No pets or animals allowed in the district sites without written permission. Guide dogs are permitted in all areas except the track and turfs. Owners must pick up after pets. All organizations or individuals using district facilities shall at no time engage in or permit horseback riding.
 13. The rental and use of theater and auditorium facilities will require District technical support present during such use, the cost (as per the Rental Fee Appendix) of which will be paid for by the user.
 14. All organizations, groups, or individuals holding an event on district property outside of district buildings must provide portable toilets, which must be fully enclosed rental units. In addition, the applicant is responsible for removal of all trash and debris at their own expense immediately following the event.
 15. All organizations using the Turf Fields and Track please see additional Track, Field and Turf Terms and Conditions. This form must be signed and a copy given to the Facilities Department.
 16. Facilities may only be booked up to 90 days in advance, based on a set schedule that will be produced by the District each year. Facility schedule requests shall require a minimum of 2 weeks' notice to the district's facilities department.
 17. Cancellation of scheduled facility use shall require a 72-hour notice to the district's facilities department. Organizations will be charged the cost of the space for non-cancellations (as per the Rental Fees Appendix).
 18. Any district employee and/or peace officer shall have authority to immediately remove from school premises any person who has violated any of the terms and conditions for facility use. All employees making such a removal shall notify the administration in writing of the name of the person removed and other relevant facts.
 19. All organizations, groups, or individuals using district facilities shall meet the terms and conditions of the district's Facility Use Agreement and be held accountable for fulfillment of all of the terms of the agreement; including payment of rental fees, cleaning, security costs and extra-hazard surcharges for potential damages beyond ordinary depreciation. Additionally, the superintendent or his/her designee may require a security deposit for large events or from individuals or groups outside of Jackson County.
 20. Violation of any of the terms and conditions for facilities use shall constitute grounds for the revocation of the existing permit for use, and/or denial of permission to use district facilities in the future.
 21. The Superintendent or his/her designee may deny or restrict the use of the facility when the proposed use is prohibited by law or is deemed to be not in the public interest or in the best interest of the District.

I acknowledge and agree to the Medford School District Facility Use Terms and Conditions contained herein.

Authorized Signature

Date

Organization Name