Tigard-Tualatin School District

General Rules & Reservation Information for Facility Use

Please Read Carefully

Reservation Information

- A completed Facility Use Request, along with a certificate of insurance, must be submitted to the Facility Use Coordinator through the Mazevo Facility Use System **at least 14 days** before the event for approval.

- A request for space is not confirmed until you receive written or electronic confirmation of your reservation.

- All cancellations or changes must be reported to Shana Beckman at **sbeckman@ttsd.k12.or.us** or 503-431-4087 **at least 48 hours** before scheduled events. Otherwise, the user will be responsible for all assessed fees.

- School District-related events/activities must conclude before community group use may begin.

- School events/activities always take priority over community groups in regard to scheduling and practice changes. Rescheduled events may occur on weekends and will also take priority.

- District facilities (excluding fields) are **unavailable for rent** from **June 1st through mid-September**. All facilities are unavailable on no-school days, holidays, and during winter and spring breaks. If schools are closed due to inclement weather, facility use is canceled.

Insurance and Indemnification Information

- **Insurance:** The District requires **Certificate of Insurance** for all groups using District property. The general liability insurance must not be less than two million ($2,000,000) per occurrence with three million ($3,000,000) aggregate naming the Tigard-Tualatin School District 23J, its Board of Directors, its officers, agents and employees as additional. *Higher limits may be required depending on the event*. Failure to submit a **Certificate of Insurance** at least 10 business days prior to an event will invalidate the application.

  Facility user agrees to comply with all regulations governing the use of the facilities including but not limited to, no alcohol, no tobacco products and no food or drinks other than

water in the gyms as established by the Board of Directors of Tigard-Tualatin School District 23-J, including OR-OSHA and state fire marshal regulations. The undersigned will exercise due care in the use of the facilities and pay for such damages as may arise from such use. The undersigned is solely responsible for loss, damage, accidents and personal injury arising out of use of the facility.

- **Indemnity:** Applicant agrees that if a permit is issued hereto, applicant will provide supervisory, monitoring, safety and other personnel reasonably necessary to protect persons and property involved in applicant's activities pursuant to permit hereunder. Applicant further agrees to save, hold harmless and indemnify Tigard-Tualatin School District 23J, its Board of Directors, officers, agents and employees for and from all claims, demands, liabilities, and obligations, including attorney fees and costs, that they may be required to pay by reason of or incident to the use of the District's facilities by applicant.

Facility Use Requests are accepted quarterly, beginning on the following dates:

- **Fall (Mid-September – December):** August 1st
- **Winter (January – March):** December 1st
- **Spring (April – May):** March 1st
- **Summer (June – Mid-September, field use only):** May 1st
- Elementary schools are available for community use starting at **5:00 p.m.**, and middle and high schools at **6:00 p.m.**, except for fields.

District Policy

- Smoking, vaping, or chewing tobacco products are prohibited on all district property, including parking lots and fields. (Board Policy KGC/GBK)
- Alcoholic beverages are not permitted on district property. (Board Policy KGB)
- Only water bottles are allowed in district gyms. Exceptions may apply at the high school level.
- The use of firearms, cultural fire pits, indoor barbecues, fog machines, candles, latex balloons, or fireworks is **prohibited** unless approved by the Operations Department or the Superintendent. (Board Policy KGBB)

- All rules in the *Student Rights and Responsibilities Handbook* must be followed.
- Parking is permitted only in designated parking areas. Violators may be towed at the owner's expense.
- Youth athletes must always be supervised by an adult or coach.

Facility Use Guidelines

- All trash and debris must be cleaned up and disposed of by the user. If district staff are required for cleanup, the program will be charged for labor and equipment costs.
- For events expecting more than **200 attendees**, additional custodial support is required. These events must be coordinated in advance, and associated service fees will be added to the invoice. Failure to plan may result in cancellation or restrictions on future facility use.
- Decorations or materials may not be applied to walls, ceilings, or floors without prior approval. All decorations must comply with fire safety regulations and must be removed by the end of the event.
- Kitchen use must be supervised by food service personnel to ensure food safety and OSHA compliance. Charges will apply, including potential overtime. All kitchen use must be pre-approved by the Nutrition Services Manager.
- Only **nonmarking soled shoes** may be worn for gym activities.
- No vehicles are allowed past parking lot gates without prior permission from the Facilities Office or Building Administrator.
- Donations for facility use or improvements require approval from the Operations Department and do not grant exclusive rights to the space.
- Restrooms are **not provided** for outdoor events. The organization must provide portable sanitation units and coordinate with the Facilities Office.
- Only use the space you have been approved for. Unapproved use may result in additional fees or the denial of future permits.
- Facility rentals are **not transferable** and may not be sub-let to other groups.

- Youth athletes must always be directly supervised. A preferred ratio is no more than **15 athletes per coach**.

- School Administrators, Campus Monitors, and Custodial Supervisors have the authority to remove individuals for unsafe or inappropriate behavior. Failure to comply may result in forfeiture of the event/game.

- Users storing equipment near district property must avoid disturbing any property not belonging to their group.

- The League President or a representative must hold a **preseason coach meeting** to review these general rules.

- Additional regulations may be imposed by school administrators beyond those listed here.

- Activities must adhere to the room's intended use (e.g., athletic activities must occur in the gym or outdoors).

- **Pesticide applications are not allowed** by user groups. For pest control needs, contact Facility Manager Kelly Montgomery at **kmontgomery@ttsd.k12.or.us**.

Failure to comply with the Tigard-Tualatin School District's facility use policies may result in the termination of current permits or the denial of future requests.