



North Marion School District 15

20256 Grim Road NE, Aurora, OR 97002
Phone: 503-678-5835 or 503-678-7100

Code: **KG-AR**
Adopted: Unknown
Readopted/Revised: 4/91;
11/08/04; 03/14/08

FACILITIES USE REQUEST FORM

Individual, Group or Organization Name: _____

Purpose of Meeting/Event: _____ **Group Category (I, II, III):** _____
Group choices on back

Building/Grounds or Room(s) Requested: _____

Equipment Needed: _____

Date(s) of Meeting/Event: _____
(No Holidays, Winter, Spring or Summer Break unless event is a school district activity)

Arrival Time: _____ Event Time: _____ Departure Time: _____ (No later than 11:00 p.m.)

Estimated # in attendance: _____ Will admission or registration fees be charged? _____ If yes, how much? _____

Will a school district employee be present? If Yes, Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Other: _____ Email: _____

FACILITIES USE CHARGES – Complete ONLY if Rental, Custodial or Maintenance Fees Apply

Refer to School District Facilities & Grounds Use Fee Schedule for Group II and III rates (page 4).
Fees may be adjusted if rental contract terms change.

		Rental Charges
_____ hrs. X _____ (per/hr):	Building Rental Fee:	\$ _____
_____ hrs. X _____ (per/hr):	Custodian/Maintenance:	\$ _____
_____ hrs. X _____ (per/hr):	Food Services (Kitchen):	\$ _____
_____	Equipment/Other Charges:	\$ _____
PAYMENT DUE IN FULL PRIOR TO EVENT		TOTAL DUE: \$ _____
		AMT. PAID: \$ _____

IMPORTANT- PLEASE READ: *Individuals & groups using and occupying the facilities and grounds of the North Marion School District must Read, Understand and Comply with the RULES AND REGULATIONS GOVERNING AFTER SCHOOL USE OF BUILDINGS & GROUNDS Schedule of Rental Fees, and will assume all responsibility for his/her organization, any damages that may occur. Proof of Liability Insurance is required. Your understanding & compliance with these requirements is expressed when you sign this Facilities Use Form. Failure to comply with these rules and regulations may result in denial of future facilities use permits. **APPLICANTS: SUBMIT THIS FORM TO THE REQUESTED BUILDING SECRETARY***

APPLICANTS SIGNATURE: _____ **Date:** _____

OFFICE USE ONLY Approved Not Approved **REASON:** _____

Building Administrator: _____ **Date:** _____

Signature Required *if Rental Fees charged:* _____ **Date:** _____
Superintendent or Designee

IMPORTANT: Requested building administration is responsible for securing custodian, food service and equipment if needed, and to contact the Business Manager for collection of rental fees if charged.

- Original: Bldg Office **Yellow:** Applicant **Pink:** Custodian/Maint **Blue:** Security Director Photo-copy: Food Service Director Business Manager
(if applicable)

SCHOOL DISTRICT FACILITIES & GROUNDS USE FEE SCHEDULE

For the purpose of charging fees for the use of facilities/grounds the North Marion School District recognizes the following group designations:

GROUP I–SCHOOL DISTRICT ACTIVITIES: Groups providing direct service to North Marion School District activities;

1. School-sponsored activities for students
2. School-sponsored activities for parents
3. School-sponsored organizations and groups
4. District-sponsored activities

GROUP II–RECREATIONAL AND EDUCATION PROGRAMS: (charges may be assessed)

1. Adult education classes, city parks & community recreation programs, community-sponsored programs for adults & youth of our district.
2. Groups whose purpose are both not-for-profit and non-religious in nature are comprised of patrons residing in North Marion School District.

GROUP III – CIVIC CLUBS AND ORGANIZATIONS

1. Individuals or groups using facilities for the purpose of making a profit and proceeds are used for support of civic and welfare causes.
2. Religious groups using facilities on a temporary basis (less than one year) for instructional and/or religious reasons.
3. Individual Use
4. Out-of-District Use

Basic Rental Charges – Per Hour (2-Hour minimum)

	Classroom	PS or IS Multipurpose	MS or HS Commons	MS or HS Gym	Stadium/Fields
Group I	N/C	N/C	N/C	N/C	N/C
Group II	15.00*	25.00*	25.00*	25.00*	25.00*
Group III	30.00*	50.00*	50.00*	50.00*	50.00*

SCHOOL KITCHEN FACILITIES MAY ONLY BE USED WITH A DISTRICT COOK PRESENT

- If a custodian is required for opening/closing the facility or cleanup outside of his/her regularly scheduled work hours, an additional \$25/hour will be charged.
- If a food service employee is required to be on premises outside of his/her regularly scheduled work hours, an additional \$15/hour will be charged.
- Any equipment operation costs will be the responsibility of the facility user.
- Payment is due in full prior to the event unless other arrangements have been made with the district business manager.
- For situations where the activities may extend over a period of weeks or months, a deposit of the first month's use shall be paid upon approval of the Facility/Grounds Use Form. The balance will be billed to the sponsoring group or organization on a monthly basis.
- ABSOLUTELY NO TOBACCO OR ALCOHOL ALLOWED ON OR IN ANY SCHOOL DISTRICT CAMPUS LOCATIONS.

If you have any questions or concerns regarding rental fees, please contact the business office at 503-678-7102.