

**CORVALLIS SCHOOL DISTRICT #1
APPLICATION FOR USE OF SCHOOL FACILITY**

Organization requesting facility use: _____
(Please print or type)

Facility Requested: _____

Date of Use and Day of Week: _____

Hours of Use: _____ Purpose of Use: _____
(Time of Day)

Organization Representative: _____

Address: _____ Phone: _____

Equipment or Special Arrangements needed by user: _____

HOLD HARMLESS AGREEMENT

The CORVALLIS SCHOOL DISTRICT encourages the use of its facilities by the public. However, it is a district policy to give priority to the student use of the facilities.

In this request, the right to cancel a facility use is reserved by the school district.

The use of the property shall be supervised by an adequate number of adult sponsors to assure proper care and use of the facility. It is agreed that all rules and regulations for the use of the facility will be compiled with and that all damage to the building or its contents resulting from this use of the facility will be reimbursed to the district at the actual cost of repair or replacement.

The undersigned organization, by signature of its authorized representative, hereby guarantees that the organizations shall indemnify, defend, and hold harmless the CORVALLIS SCHOOL DISTRICT and any of its employees or agents from any & all liability, expenses, costs (including attorney fees), damages and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization's use of the aforementioned school facility. The undersigned further agrees to abide by the non-discrimination clauses contained in the Montana Human Rights Act and the Governmental Code of Fair Practices. No drug, alcohol, tobacco or nicotine products shall be used on the school grounds.

Signature _____ Date _____
Organization Representative

FEES

Basic Fee _____

Kitchen _____

Field Lights _____

Custodial _____

Equipment _____

Audio-Visual _____

Setup _____

Security _____

Total Fee _____

School Use Only

Insurance Required? Yes No Facility Use Fee _____

Hold Harmless Agreement Signed by Parents on File? Yes No

Application: Approved Denied

Signature of School Official _____ Date _____

GENERAL RULES:

1. Only appropriate footwear will be used on playing surfaces. This means clean gym shoes!
2. Locker rooms will not be available to groups or individuals. The public restrooms will be available. This helps the custodian keep up on his cleaning duties.
3. All users must leave the facilities no later than 10:00 p.m.
4. Groups/individuals must sweep prior to and after use. Any additional trash is the responsibility of the group/individual.
5. Groups/individuals must use the south entrance to the new gym and the north entrance to the old gym.
6. All doors must be secured before the designated contact leaves the facility.
7. Any damage to the facility is the financial responsibility of the group/individual. Any damage or unusual circumstance should be reported to the district office as soon as possible.
8. Young children accompanying group members or individuals must be supervised at all times.

GROUP USE

The focus of this document is to define group/team use of our recreational facilities, i.e., gymnasium, baseball fields, soccer fields, and tennis courts. This district holds these two basic philosophies: 1) young people of our school district should be able to use our facilities free or for a nominal cost. This promotes healthy activities for our youth; 2) adults and out-of-district persons/groups should be expected to pay a reasonable fee for facility use and upkeep.

- What is a group?

A group is defined as an organized gathering of recreational users, meeting on a regular basis, that engage in playing other groups or teams. Examples of groups, which use our facilities, are "town" basketball, church basketball, Corvallis Baseball Association. Because of group status, each group is required to present Corvallis School District proof of group insurance prior to facility use at the time a facility use agreement is signed. This use agreement can be found in the district office.

- What about "recreational" users?

There are occasions where people wish to use our facilities for the simple aspect of exercise and camaraderie. These people are not considered to be groups as defined above. Examples of recreational users in our community might be adults playing volleyball or pick-up soccer. These people will not be required to carry group insurance; however, they will be required to sign a hold-harmless agreement prior to any activity in addition to signing a facility use agreement. This use agreement can be found in the district office.

FEES: What are the fees associated with recreational facilities use?

The school district believes that adults should help bear the financial burden of upkeep of recreational facilities. Additionally, the district feels that users from outside our school district should bear an increased burden. In the past the process of paying was both vague and sporadic. Hence, we will now follow these rules:

1. Each group or individual must pay prior to involvement in any activity. These monies will be collected by a designee of the school district.
2. The full fee must be paid before recreational use. This eliminates the problem of people that show up one week and then are not present the next. By paying the full amount in advance it is the user's loss, not the district's, if a participant does not show up to participate.

3. FEE SCHEDULE (per school year)

SEE DISTRICT OFFICE FOR FEE SCHEDULE

INSURANCE REQUIREMENTS FOR FACILITY USE PERMIT

The user of the facility shall provide CORVALLIS SCHOOL DISTRICT #1 with a certificate of insurance. Said certificate shall name CORVALLIS SCHOOL DISTRICT #1 as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. Said insurance shall provide for amount not less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for all bodily injuries and death resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury & property damage of \$1,000,000. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving CORVALLIS SCHOOL DISTRICT #1 written notice at least 10 days before the effective date of the cancellation or non-renewal.

FACILITY USE FEE STRUCTURE (Use Based upon Availability)

CLASSIFICATIONS

- Class 1 **SCHOOL-SPONSORED -- NO FEE**
NON-SCHOOL SPONSORED YOUTH ORGANIZATIONS (Additional fees apply*)
 (CCEC, Alumni, Kids First, Academic Camps, Sports Camps, Little Guy Wrestling, Open Gyms, (4-H, Boy Scouts, Girl Scouts, Kiwanis, Little Leagues, Valley Soccer, boosters, CSF)
- Class 2 **NON-PROFIT (Organizations where proceeds go to program development only)**
 (Hunter's Safety, Adult Athletic Groups, Bitterroot Blaze, Sewer District, American Legion, Back Country Horseman, Corvallis Civic Club)
- Class 3 **FOR PROFIT (COMMERCIAL ORGANIZATIONS)**

FEE SCHEDULE

Meeting Rooms : HS Library, HS Lunchroom, MS Commons & PS Library, Classrooms if school not in session and available (each unit charged separately)

Weekday Use (Mon-Fri)

Class 2

NO CHARGE

Class 3

NO CHARGE

Weekend Use (Sat-Sun) Class 3

Class 2		Daily Use Fees	
Daily Use Fees		0-4 Hrs	\$75
0-4 Hrs	\$50	5-8 Hrs	\$150
5-8 Hrs	\$100	9-12 Hrs	\$225
9-12 Hrs	\$150		

Non-Meeting Rooms: All Gymnasiums, Ball Fields, Tennis Courts, Crow's Nest, and Classrooms (each unit charged separately) Field lights are an additional charge.

Class 2		Class 2		Class 3		Class 3	
Daily Use Fees		Season Fees		Daily Use Fees		Season Fees	
0-4 Hrs	\$50	0-3 mo	\$250	0-4 Hrs	\$75	0-2 mo	\$500
5-8 Hrs	\$100	4-6 mo	\$500	5-8 Hrs	\$150	3-4 mo	\$1,000
9-12 Hrs	\$150	7-9 mo	\$750	9-12 Hrs	\$225	5-6 mo	\$1,500
		full year	\$1,000			full year	\$2,000

ADDITIONAL FEES (Applies to Classes 1, 2 and 3)

Kitchen (cooking/washing area)	\$150 per day (0-12 hours)
Field lights	\$50 per event per day
*Custodial/Maintenance/Utilities	\$25 per day or \$250 per season
Equipment	\$25 per event per building (TV, DVD,VCR, Projectors, etc.)
Audio Visual Technical Assistance	\$25 per hour
Extraordinary Setup	\$25 per hour (\$25 minimum charge)
Security	\$25 per hour
Tutoring, Private Lessons, Camps of Fewer than 15	25 per season

1. School sponsored events will have first opportunity to reserve facilities in every circumstance.
2. In the event of conflict in scheduling, school sponsored events take precedence.
3. Final fee is based upon necessary additional fees as determined by the district.