Code: KG

**Molalla River School District**

 Adopted: 7/10/08

 Readopted: 5/14/09: 7/10/14

Community Use of District Facilities

The district wishes to encourage the use of facilities and cooperate with community groups, patrons of the district, educational organizations, and not-for-profit organizations dedicated to the welfare of the general public. The first priority for use will be activities and functions directly associated with the district.

The Superintendent or his/her designee will establish policies and procedures to permit the use of district facilities that accomplish these objectives.

General Rules

Facilities/grounds use is subject to restrictions, including but not limited to: no alcoholic beverages, narcotics or dangerous drugs; no smoking; no pets; and no fireworks. Approval for use of school facilities/grounds shall not be considered a district endorsement, approval, or affiliation relating to the activity, groups, or organization, nor the purpose they represent. Failure to adhere to any district policies and/or facilities/grounds use regulations may result in loss of facilities/grounds use privileges, at the discretion of the district.

User Groups and Fee Categories

Facilities/grounds use priority and fees will be based on the following classifications:

1. Category One – School Associated

Any group or activity officially sponsored or sanctioned by the district, and any non-profit groups specifically organized to work cooperatively with the district or its schools (e.g. student clubs, parent-teacher clubs, athletic boosters, education foundation, etc.)

1. Category Two – Not-for-Profit Youth Activity

Not-for-profit youth sports/recreation/education activities conducted by tax-exempt groups. Groups must be established within District boundaries, or be a local (within MRSD boundaries) affiliate of a broader organization. Priority will be given to those groups serving the greatest number of youth residing within MRSD boundaries, though efforts will be made to cooperatively accommodate all groups.

1. Category Three – Not-for-Profit Adults or Mixed-Age Use

Not-for-profit adult or mixed-age activities conducted by tax-exempt groups for recreational, educational, civic, governmental or charitable functions. Groups or individuals must be established within District boundaries, or be a local affiliate of a broader organization.

1. Category Four – Organizations from outside MRSD boundaries and all for-profit activity

Use by a group from outside the MRSD boundaries and all for-profit organizations. Special permission of the principal and superintendent (or designee) is required.

END OF POLICY

**Legal Reference(s):**

ORS 330.430

ORS 332.107

ORS 332.172

 Code: KG – AR 1

**Molalla River School District**

Adopted: 7/10/14

**Molalla River School District Facilities Fee Schedule**

1. Category One – School Associated

Any group or activity officially sponsored or sanctioned by the district, and any non-profit groups specifically organized to work cooperatively with the district or its schools (e.g. student clubs, parent-teacher clubs, athletic boosters, education foundation, etc.)

1. Category Two – Not-for-Profit Youth Activity

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1. Category Four – Organizations from outside MRSD boundar~~i~~es and all for-profit activity

Use by a group from outside the MRSD boundaries and all for-profit organizations. Special permission of the principal and superintendent (or designee) is required.

Insurance Requirements (Categories Two, Three and Four)

**For users in categories 2 thru 4, a certificate of insurance with the following minimum requirements is required before use of the facilities:**

1. Molalla River School District must be named as an additional insured.
2. General Liability – minimum limit of coverage for bodily injury and property damage of $1,000,000 each occurrence. Excess Liability - $500,000 each occurrence. “Claims-made” policies are not acceptable.
3. Indication that coverage is provided for damage to school property caused by the organization furnishing the Certificate, and by the organization using the property.
4. A 30-day prior written notice of cancellation clause is required.

**Hourly Fees by User Category**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Category One | Category Two | Category Three | Category Four |
| Classroom/Library | 0 | $2.00 | $7.00 | $20.00 |
| Heckard Field, Track or Stadium | 0 | $25.00 | $40.00 | $100.00 |
| Varsity Fields, High School Gym, High School Commons | 0 | $15.00 | $30.00 | $50.00 |
| High School Auditorium\* | 0 | $10.00 + Add. Fees(See AR – 4) | $10.00 + Add. Fees(See AR – 4) | $20.00 + Add. Fees(See AR – 4) |
| All other fields | 0 | $5.25 | $5.25 | $10.00 |
| All other gymnasiums | 0 | $5.25 | $5.25 | $10.00 |
| Cafeteria | 0 | $5.25 | $5.25 | $10.00 |
| Field Lighting | 0 | $15.00 | $15.00 | $25.00 |
| Kitchen Facilities\*\* | \*\* See Notes | 5.00 | 20.00 | 50.00 |
| Processing Fee | 0 | 20.00 | 20.00 | 30.00 |
| Damage Deposit | 0 | 100.00 | 100.00 | 100.00 |
| False Alarm Fee | 50.00 | 75.00 | 75.00 | 100.00 |
| One Time Key Fee\*\*\* | 0 | 15.00 | 15.00 | No Keys Issuance Allowed |

Notes:

1. **\*** High School Auditorium use may require specific staff and their related costs. See Auditorium Menu for application and fees.
2. **\*\*** Kitchen use requires staffing; additional staffing costs required.
3. **\*\*\*** Additional charges will be assessed if key is not returned. Category Four users are not to be given key(s) to district facilities.
4. When scheduling conflicts arise, priority will be given to the category applicant **with the lowest number.** (For example, Category Two applicants have priority over applicants from Categories Three and Four**.**)
5. All use may be subject to custodial fees **(**to be determined at the time of application approval**).**
6. For high school auditorium use, extra fees **are** required to cover costs associated with technical/operational staff for all users. Those fees will represent the actual personnel costs for those employees.
7. Six hour maximum charge per day for facility/grounds use for class 2, 3 and 4, excluding auditorium
8. Failure to adhere to any district policies and/or facilities/grounds use regulations may result in loss of facilities/ground**s** use privileges.

Code: KG – AR 2

**Molalla River School District**

Adopted: 7/10/14

**MOLALLA HIGH SCHOOL AUDITORIUM**

**FACILITY USE REQUEST/PAY FORM**

Organization Requesting Use of Auditorium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information (*Print Name*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe Nature of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day(s) and Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event: Begins: \_\_\_\_\_\_\_\_\_\_ am/pm Ends: \_\_\_\_\_\_\_\_\_\_\_\_ am/pm

Time area needs to be reserved: Begins: \_\_\_\_\_\_\_\_\_\_ am/pm Ends: \_\_\_\_\_\_\_\_\_\_\_\_ am/pm

Approximate Number in Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission Fee: Yes No If yes, how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEE STRUCTURE (CHOOSE ONE)**

**Basic Package #Hours @ Pay Rate Host Package #Hours @ Pay Rate**

Access to Auditorium Access to Auditorium

General Lights General Lights

Restroom Access Restroom Access

 Projector and Screen (No Sound)

***Cost*** ***Cost***

General Fee \_\_\_\_\_\_\_\_\_\_\_ (see pay sched.) General Fee\_\_\_\_\_\_\_\_\_\_\_\_ (see pay sched.)

Custodial (min. of 2 hours) \_\_\_\_\_\_\_\_\_\_ hrs. @35/hour Custodian (min. of 2 hours) \_\_\_\_\_\_\_\_\_\_\_\_ hrs. @ 35/hour

**Total Cost** \_\_\_\_\_\_\_\_\_\_\_\_ **Total** **Cost** \_\_\_\_\_\_\_\_\_\_\_\_

**Audition Package #Hours @ Pay Rate Performance Package #Hours @ Pay Rate**

Access to Auditorium Access to Auditorium

General Lights General Lights

Restroom Access Restroom Access

Projector/Screen with Multimedia Sound Projector/Screen with Multimedia Sound

Microphone(s) (up to 2) Microphone(s) (3 or more)

***Cost*** ***Cost***

General Fee\_\_\_\_\_\_\_ (see pay sched.) General Fee\_\_\_\_\_\_\_\_\_\_ (see pay sched.)

Custodian (min. of 2 hours) \_\_\_\_\_\_\_\_hrs. @ 35/hour Custodian (min. of 2 hours)\_\_\_\_\_\_\_\_\_ hrs. @ 35/hour

Tech. Expert (min. of 2 hours) \_\_\_\_\_\_\_\_hrs. @ 30/hour Tech Expert (min. of 2 hours\_\_\_\_\_\_\_\_\_\_ hrs. @ 30/hour

 Sound Technician (min. of 2 hours) \_\_\_\_\_\_\_\_\_\_\_@ 10/hour

**Total Cost** \_\_\_\_\_\_\_\_\_\_\_ **Total Cost** \_\_\_\_\_\_\_\_\_\_

**Performance Plus Package #Hours @ Pay Rate**

**School Approval**: Yes No

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District Approval**: Yes No

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access to Auditorium

General Lights

Restroom Access

Projector/Screen With Multimedia Sound

Microphones (3 or more)

Special Lighting (Spot light(s)/transitions)

**Cost**

General Fee (see pay sched.) \_\_\_\_\_\_\_\_\_\_\_

Custodian (min. of 2 hours) \_\_\_\_\_\_\_ hrs. @ 35/hour

Technical Expert (min. of 2 hours) \_\_\_\_\_\_\_@ 30/hour

2 Light/Sound Technicians (min. of 2 hours) \_\_\_\_\_\_\_@ 10/hour x 2

**Total Cost** \_\_\_\_\_\_\_\_\_\_\_\_

Code: KG – AR 3

**Molalla River School District**

Adopted: 7/10/14

Molalla River School District

Facility Use Request and Agreement - *Page 1*

***If use cancelled, a cancellation form must be completed***

|  |  |
| --- | --- |
| Organization/Nature of Organization |  |
| Name of Supervisor |  |
| EMAIL  |  |
| Phone Numbers |  |
| Address  |  |
| Type of Activity: *game, practice, class, clinics, fundraisers, tryouts, meeting, other* |  |
| Building Requested(circle one) | MHS MRMS District Office PE Gym MES Mulino Rural Dell Clarkes Natural Resource Center |
| Specific Location |  Describe area |
| Start (i.e. Monday, May 1, 2015) |  |
| End Date (i.e. Monday, May 1, 2015) |  |
| Time  | FROM: AM/PM TO: AM/PM |
| Equipment NeededChairs, Tables, projector, etc.*(Some equipment may be assessed a fee for use)* |  |
| Set up Time Needed? | Yes / No |
| Set up Date / Time | Date for Set up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| ***For School District Use Only*** |   |
| Custodian Assigned |  |
| Key/Access Card Assigned | - |
| Category |  ONE TWO THREE FOUR |
| Charges |  |

**DISTRICT USE - APPLICATION PROCESS**

|  |
| --- |
| **Received date and time Reference Number Assigned** |
| **Date Scanned to School**  |
| **Certificate of Insurance Received? Fee Calculations:** |
| **Date Approval received from School** |
| Date Scanned to Superintendent for Exception Approval |
| Date scheduled on Outlook |
| Process Complete Date Approved Denied |
| Date Approval/Denial sent to applicant |

Molalla River School District

Facility Use Request and Agreement - *Page 2*

1. Keep the facility as clean as possible. Trash must be put in the garbage cans.
2. Dogs are not allowed on school grounds.
3. Riding bikes, scooters, and skateboards is not allowed on school grounds.
4. No use of tobacco products, alcohol or other drugs are allowed on school property.
5. Nothing to be set on the track, and only track shoes to be worn on the track.
6. Soccer goals are not to be moved without permission of the facilities coordinator.
7. Park only in designated parking lots.
* Your event may be canceled if a school function must be scheduled in the requested facility.
* All Board of Education policies and regulations will be observed.
* Your organization assumes full responsibility for the condition of facility being used during your time of use.
* Your organization agrees to defend, indemnify and hold harmless the Molalla River School District and those associated with it.
* User is responsible for all cost and expense of insurance required by District to be provided by user in connection with the facility use.
* Use of alcohol, drugs or tobacco products of any kind is prohibited.

**ALL RULES have been read and agreed upon:**

Signature of Representative responsible for activity and fees

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applications, certificates of insurance and fees should be sent to:**

Molalla River School District

Attn: Facilities Coordinator

PO Box 188

Molalla OR 97038

503 829-2359 ext. 221

Or walshd@molallariv.k12.or.us

**Molalla River School District**

Code: KG – AR 4

Adopted: 7/10/14

FACILITY USE - CANCELLATION

**DELIVER OR SEND TO DONNA WALSH IN DISTRICT FACILITIES DEPARTMENT AS SOON AS POSSIBLE**

**walshd@molallariv.k12.or.us**

**503-829-2359 ext. 221**

Molalla River School District

|  |  |
| --- | --- |
| Organization |  |
| Name of Supervisor |  |
| EMAIL  |  |
| Phone Numbers |  |
| Address  |  |
| Building Requested(circle one) | MHS MRMS (Main-North-South) Gym District Office PE Gym MES Mulino Rural Dell Clarkes Natural Resource Center |
| Day of the Week | Mon Tues Wed Thurs Fri Sat Sun |
| Start Date |  |
| End Date |  |
| Time  | FROM: AM/PM TO: AM/PM |

**DISTRICT USE**

Received cancellation date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference Number \_\_\_\_\_\_\_\_\_\_

Date Cancelled on Outlook\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Serves as notification to schools and custodians)