

Sisters School District Facility Usage Agreement

Sisters School District 6

Code: **KG-AR**
Adopted: 12/07/11
Revised: 05/06/15

Community Use of District Facilities

PROCEDURES AND CONDITIONS FOR USE

1. Facility use may be requested by contacting the Building Usage Coordinator at the District Office. An approved facility usage agreement must be in place prior to use for all individuals and groups.
2. The Building Usage Coordinator will input all school/building events into the online facility scheduling system. The Facility Use Coordinator must approve all facility usage for individuals and groups before it is committed for use.
3. Facility use scheduling fees will be consistently administered. School facilities are intended for the benefit of public education and use by the community is an important, but secondary, function of the facilities. Therefore, school use of facilities shall have priority over the community uses and shall pre-empt public and private use as necessary (individual schools have priority over the use of their own facilities). In weighing competing requests, Schedule A shall have priority over Schedule B use, Schedule B will have priority over Schedule C use, Schedule C will have priority over Schedule D use.
4. Locker rooms and showers are generally not available for non-district individuals and groups but may be made available only with the approval of both the Director of Operations and the building Principal. Under no circumstances shall the showers and locker rooms be available for use when students are scheduled to be in the facility.
5. Users shall not operate cafeteria kitchens. If kitchens are necessary, they shall be contracted through the Nutrition Services office and staffed by district Nutrition Services personnel. The user must pay all personnel costs associated with the usage.
6. The Sisters School District has sole and absolute discretion as to whom it grants access to any of its facilities.

Sisters School District Facility Usage Agreement

7. Physical activities are only permitted in gymnasiums/athletic rooms or fields.
8. Shops, laboratories, computer labs, Culinary Arts/Home Economics, Art/Craft rooms, and music rooms shall not be available for use unless a qualified school district staff member is present and responsible for the activities.
9. Facility use requests for July 1 through August 15 should be submitted prior to June 30. Personnel responsible for approving facility use requests may not be available to approve requests in a timely manner.
10. Facility usage will be booked no more than one year in advance.
11. Priority will be given to in-season sports over out of season sports.

CHARGES

1. Charges for facility usage are itemized on the facility use fee schedule. Charges for kitchens and maintenance services shall be computed on a case-by case basis.
2. Facility use contracts/charges will be billed to the user prior to the event with the amount due before the event takes place and must be paid in advance unless other arrangements have been made.
3. Recurring monthly contracts will be invoiced for the month prior to use with the amount due 30 days after receipt of invoice. All fees from district facility and equipment use shall be payable to the Sisters School District and deposited at the Business Office as revenues to the School District.
4. Cancellations that occur within 72 hours of the scheduled event may be assessed a fee of \$75. There is no charge for cancellations when more than 72 hours notice is given.
5. When the school is closed due to an emergency closure, the buildings will be closed for all other events. There will be no charge to the user for cancellations due to emergency closures. It is the responsibility of the user to contact the district about how closures may affect their use of the facility.
6. If the user requires the use of additional school furniture, equipment or services, a charge will be made to cover such use and labor involved. All equipment rentals will be subject to building approval, and certain items may not be available.

Sisters School District Facility Usage Agreement

7. When use of a facility occurs outside of normal custodial working hours, a minimum of 2 hours custodial fee will be charged. A custodian is required, because of the district's liability, to be on the premises at all times during an outside event or, at the discretion of the Director of Operations, another school staff member may be the district's representative for events that occur outside of normal custodial working hours. However, district employees not employed at the school where the event takes place may not be the district representative of that event.
8. Equipment rental must be arranged through the Building Usage Coordinator and the department manager responsible for the equipment, prior to commitment. Fees will be charged to cover handling costs, cleaning, and repairs (if needed on return). Bleachers and furniture are not available as rental equipment. All items must be checked out prior to removal from the building.
9. The use of high school auditoriums requires a district staff member or a student technician who has a working knowledge of the auditorium equipment to be on-site at all times, including during rehearsals, set up and tear down, as well as the entire duration of the event.
10. Fee or other waivers are permitted only by prior approval of the Superintendent/designee.

TERMS OF AGREEMENT

The District agrees to provide the facilities described in the approved facility use request, and that said facilities would be in reasonable operating order.

The user agrees to:

1. Observe all federal and state laws, policies of the District and regulations of the Superintendent or school principal of the premises to be rented. The District reserves the right to deny use of District facilities to groups that do not comply with the District's anti-discrimination policy.
2. Promptly pay invoiced costs prior to use of the facility.
3. Indemnification: In consideration for use of the School District's ("District") property, User agrees to hold harmless, waive, release, indemnify, defend, and discharge the District from all liability and claims arising from User's use of the District's property. User agrees to these actions to the fullest extent allowed by law, which includes liability and claims arising from the District's negligent acts. "District" includes its Board of Directors, including the individual members thereof, and its officers, agents, employees, volunteers, and representatives. "Liability and claims" means demands for

Sisters School District Facility Usage Agreement

any value or benefit, such as lawsuits, tort claims, insurance claims, and causes of action, fines, and fees, or costs (e.g. medical costs and attorney fees).

User certifies and represents that it has the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of itself and its members, employees, agents, contractors, suppliers, or guests.

Non-district users and groups must provide proof of at least two million dollars (\$2,000,000.00) of liability insurance per occurrence and to name the District as an additional insured under the general liability insurance policy. The District has the option to request up to five million dollars (\$5,000,000.00) of insurance per occurrence.

For those who do not carry liability insurance, low-cost special event insurance can be purchased through the Tenant User Liability Insurance Program (TULIP)

<https://www.ebi-ins.com/tulip/>

4. User agrees to reimburse the District and make restitution for any damage incurred during use of the facilities and/or equipment.
5. Certify that the organization has an open membership and complies with all federal, state, and municipal equal opportunity laws and regulations regarding discrimination.
6. The District warrants that the District's facilities comply with all applicable regulations and guidelines of the Americans with Disabilities Act. The District has made every effort to make its premises accessible by removing barriers wherever reasonable and has provided alternative services wherever barriers cannot be reasonably removed. User shall be responsible for compliance with the ADA in connection with activities that are controlled by the group.
7. User shall not make alterations, additions, or improvements to District property or equipment. If User makes an alteration, addition, or improvement in breach of this agreement, then the District in its sole discretion may require user to remove the alteration, addition, or improvement and restore the property to its original condition at licensee's expense; these expressly stated remedies are in addition to all other available remedies.
8. Repairs, Maintenance, and Cleanup: At User's sole expense, User shall maintain in good repair the areas of the District's property utilized under this Agreement. As determined by the District's sole discretion, User agrees to repair, replace, or compensate the District for any cleanup required or for any damage sustained to District property arising from User's use of District property. Upon User's completion of use of the District's property, the User shall leave the property in the same or better condition as received.

Sisters School District Facility Usage Agreement

9. Long term usage agreements/contracts will have effective dates of July 1st – June 30th (annually). Agreements must be renewed annually.
10. Blood borne Pathogens: User agrees to adhere to the federal and state OSHA standards pertaining to bloodborne pathogens and any necessary clean-up of blood or other body fluids.
11. District's Name/Logo: All uses of the District's name or logo must be approved in writing by the District's Superintendent prior to use. User shall not state or imply that the District sponsors or endorses User or is responsible for User.
12. Severability Clause: This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.
13. Waiver: Failure by the District to enforce any provision of this Agreement shall not be deemed a waiver of the provision or modification of this Agreement. A waiver by the District of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this agreement.
14. The invalidity or unenforceability of any provision of this Agreement shall not affect or impair any other provisions, which shall remain in full force and effect.
15. This Agreement is to be interpreted pursuant to the laws of Oregon, except where the application of federal law applies.
16. This Agreement contains the entire agreement and understanding between User and the District and supersedes all other agreements between User and the District. This Agreement shall not be changed unless in writing and signed by both User and the District.

GENERAL GUIDELINES FOR USE OF FACILITIES

1. Absolutely **NO ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, or WEAPONS** are permitted on school property.
2. Absolutely **NO TOBACCO, E-CIGARRETTES, OR MARIJUANA** use is permitted on school property inside or outside.

Sisters School District Facility Usage Agreement

3. Non school sporting events must fully comply with SB 721 which in summary states “ALL non school athletic team coaches and referees must provide proof of current concussion training, and coaches may not allow members of a non school athletic team to participate in an event if the member exhibits signs, symptoms or behavior consistent with a concussion following an observed blow to the head or body. Coaches will not allow a member that has been prohibited as described above to participate no sooner than the day after the member experienced the blow to the head or body and only if the member no longer exhibits signs, symptoms or behavior consistent with a concussion or the member receives a medical release from a health care professional”.
4. Users must provide and insure that ALL users are using appropriate, up to date safety equipment such as helmets and mouth guards and other safety equipment when using district facilities.
5. Physical activities are only permitted in gymnasiums/athletic rooms or fields.
6. No open flame is allowed under the provisions of Oregon State fire and safety codes.
7. Although the visiting instructor may use the teacher’s desk and area, all items left out and in the drawers must be left alone. Any classroom materials or textbooks that are left out are to be undisturbed.
8. Desks and chairs are to be left in the order and position that they are found.
9. Windows must be closed and lights turned off before leaving the room.
10. If a lab area, such as Home Economics, Chemistry, or Wood Shop, etc., is used, the area must be cleaned (however users may not use district cleaning supplies, but must bring their own).
11. Report needed repairs or damage to the Building Usage Coordinator.
12. All items to be used for events in the classrooms must be supplied by the visiting instructor. District purchased classroom supplies should not be used by any user group; use of classroom supplies may cause denial of further use requests.
13. In general, facility rentals will follow the school calendars with no activities allowed on days that school is not in session. These include national holidays, conferences, Thanksgiving break, winter break, and spring break among others. Exceptions to this rule can be made with prior permission of the Director of Operations.

Sisters School District Facility Usage Agreement

14. Activity rentals should end no less than 30 minutes prior to end of custodial shift unless an additional fee for custodial time has been included in the approved contract.
15. A Uni-Sex ADA restroom is located in Sisters High School commons area and it is available to users at no additional cost. This restroom is kept locked at all times and users must request access prior to the event if they wish to have it available. Please see appendix A.

ATHLETIC FIELD AND PARKING LOT USE GUIDELINES

1. Scheduling and rental fees do not include field grooming, field marking, electrical support, rest room facilities, trash removal, or building access. These items may be requested and are subject to separate charges outlined in the Facility Use Fee Schedule.
2. User groups may be required to have portable toilets placed at fields they are renting. It is the responsibility of the user group to arrange for placement, payment, and removal of these units. School restrooms are not available for public use. The user must contact the Building Usage Coordinator or the facilities office to determine proper placement for portable toilets.
3. It is the responsibility of the user group to clean the field, put away any equipment and remove all trash after each use. If the fields have not been cleaned and trash removed, the hourly custodial rate as stated in the Facility Use Fee Schedule will be charged to the group for each hour of clean up necessary to put the field into normal condition.
4. Soccer goals must remain tied down at all times.
5. The district Facilities Department must be contacted a minimum of two weeks prior to use for any special needs or requests. This includes changing irrigation schedules and flagging and lining fields.
6. All district fields are used extensively by a wide variety of community groups and organizations. Users should be respectful of other groups using the field prior to or following their use and make sure to be on and off the fields only during their contracted times.
7. No vehicles will be allowed on district fields without prior approval from the Facilities office.

Sisters School District Facility Usage Agreement

STADIUM USE GUIDELINES

1. Users are responsible for the conduct of family or friends that are with any member of the group. The users are directly responsible for monitoring all usage guidelines at their event.
2. The stadium is not available for practices.
3. The stadium field will not be available during the summer months (June – August).
4. School District events will always take priority over club sports or other non-District sponsored events. Non-District sponsored events will only be scheduled when the usage will not impact the conditions of the field.
5. Scheduling and rental fees do not include field grooming, field marking, electrical support, rest room facilities, trash removal, or building access. These items may be requested and are subject to separate charges outlined in the Facility Use Fee Schedule.
6. User groups may be required to have portable toilets placed at fields they are renting. It is the responsibility of the user group to arrange for placement, payment, and removal of these units. School restrooms are not available for public use unless the facility is rented in addition to the field. The user must contact the Building Usage Coordinator or the Facilities Office to determine proper placement for portable toilets.
7. It is the responsibility of the user group to clean the field, put away any equipment and remove all trash after each use. If the fields have not been cleaned and trash removed, the hourly custodial rate as stated in the Facility Use Fee Schedule will be charged to the group for each hour of clean up necessary to put the field into normal condition.
8. The District Facilities Department must be contacted a minimum of two weeks prior to use for any special needs or requests. This includes changing irrigation schedules and flagging and lining fields.
9. No vehicles will be allowed on district fields without prior approval from the Facilities office.
10. Organizations that wish to use the stadium for extended periods of time will be responsible for any field damage created by extended use.

Sisters School District Facility Usage Agreement

11. Gate keys are to be checked out through District Office and Facilities Director.
12. Priority will be given to in season sports when applicable.

AUDITORIUM USE GUIDELINES

1. **NO FOOD or BEVERAGES** are allowed inside the auditorium at any time.
2. Extra seating is not allowed in the aisles. The Fire Marshall has posted the auditorium for maximum capacity. Exceeding those limits is in direct violation of Fire Code and may be cause for immediate evacuation and closure of the facility.
3. User must request ALL areas of use and specific needs and equipment (dressing rooms, podium, P.A. systems, etc.), which will be charged in accordance with the fee schedule. If an area or item of equipment is not listed on the approved facility use contract, it will not be made available.
4. Lighting, other than stage wash, may require school personnel, student techs or an approved outside contractor. Arrangements for lighting must be made at the time of the rental request. Gels are not provided with the lighting system.
5. Sound –microphone may be available, depending on the location. All sound requests must be made at the time of the rental request and may require school personnel, student techs, or an approved outside contractor.
6. Student curtain crews may be available, but must be requested at time of the rental request and will be charged the hourly rate for student technicians listed in the Facility Use Fee Schedule.
7. Hiring of student technicians must be arranged through the Building Usage Coordinator at each school. Student technicians must be paid directly, and in full, at the end of the program. Current wage rates for student technicians are listed in the Facility Use Fee Schedule.
8. Users may not rearrange sound, lights, curtains or equipment on their own. Users must work with instructors from the Fine Arts Department, or approved contracted providers.

Sisters School District Facility Usage Agreement

GYM USE GUIDELINES

1. Users are responsible for the conduct of family or friends that are with any member of the group.
2. At each school the teachers, custodians and maintenance staff work hard to keep the facilities safe, clean, and in good condition. Users shall assist the District in maintaining the gyms for students and others who use the space.
3. Users will not arrive earlier or leave later than the scheduled time.
4. Upon arrival, users should check the bathrooms and the gym area. Damaged or out of place items should be reported immediately to the building custodian or to the Building Usage Coordinator.
5. Users may not be outside the gym in the hall areas, locker rooms or classrooms at any time, unless those areas were specifically contracted and paid for under the facility use contract.
6. Users must stay off of the following:
 - tables
 - mats
 - climbing ropes and climbing walls
 - cages over fire bells
 - equipment left in the gym
 - bleachers, whether open or closed
7. Users may not raise, lower, or alter the height of any of the basketball hoops. If the height needs to be altered, a coaching staff member or custodian must be contacted for assistance.
8. Users may not hang on the basketball nets, rims, or backboards.
9. Users must use the bathrooms appropriately.
10. Users are required to report immediately to the custodian if anything is broken, leaking, or plugged.
11. The mats on the walls are there for safety and may not to be removed from the wall for any reason.
12. No objects, including playing balls, should be thrown at acoustical tiles on the walls, ceiling, lights, windows, or fire alarm and extinguisher covers.

Sisters School District Facility Usage Agreement

13. Users should remove any black marks on the gym floor at the end of practice.
14. At the conclusion of the scheduled time, users should thoroughly sweep the gym floor; put away equipment used, remove trash, water bottles and personal belongings, and re-check the bathrooms.
15. Restrooms should be left unsoiled, safe, and ready for students and staff the next day. This includes making sure that the toilets are flushed and there is no trash on the floor. However, large user groups will generally be charged custodial time so that bathrooms are cleaned to district sanitation standards after community events.
16. If users have concerns about the condition of gym/bathroom, they should discuss these with the custodian before leaving the building.

BLEACHER USE GUIDELINES

Safety will be the prime factor in decisions on whether bleachers are to be used. Request for use must be made at the time of application. Bleachers can only be used if noted on the facility use agreement (Appendix A). With recognition that school facilities, including bleachers, are intended for use by school students and the general public, and that the people must be protected from any possible harm, the following guidelines will be considered.

1. Bleachers must be in good condition and contain all required safety equipment.
2. Bleachers improperly handled can become damaged and unsafe.
3. Bleachers not properly set up and locked in position are not safe.
4. Repair of bleachers is expensive and could be affected by availability of money.
5. Safety must be the prime factor in decisions on whether bleachers are to be used.
6. Considering the above, specific rules concerning the use of bleachers are established.

Rules:

1. **Use:** Bleachers are to be used only with the knowledge and permission of one of the proper responsible school personnel, and are only to be handled by said personnel. Proper school personnel are the Athletic Director, maintenance personnel, or custodial staff.

Sisters School District Facility Usage Agreement

2. **Set-up and Return:** Bleachers are to be handled only by personnel specifically trained for the particular set of bleachers. Any time bleachers are set-up they must be inspected by trained personnel, and re-inspected on return to the storage position. A charge shall be assessed to the user if any parts must be replaced or repaired as a result of bleacher use.
3. **Maintenance:** Bleachers are to be inspected and thoroughly overhauled to "like new" condition and properly serviced annually. Service instructions will be given to each building lead custodian for each set of bleachers in that building. A list of trained personnel will be maintained. New trainees shall read and sign-off on these procedures and be trained by helping on the job at the discretion of the person in charge. School Employees who do not follow the above rules will be subject to administrative discipline; others will be subjected to denial of use of facilities.

YURTS USE GUIDELINES

Yurts are managed and facilitated by Sisters Park and Recreation Department (SPRD). Please contact SPRD to schedule use, 541.549.2091.

Sisters School District Facility Usage Agreement

Appendix A

Date

Organization

Person in Charge

Mailing Address

Purpose of Use

Phone

Facility to be used

Date of use

From _____ to _____
(time)

Date of use

From _____ to _____
(time)

Date of use

From _____ to _____
(time)

Check all spaces needed

- Theater/Stage/Commons
- Practice Rooms
- Dressing Rooms
- Special Classroom _____
- Regular Classroom _____
- Gymnasium
- Bleachers
- Field
- Yurts
- Locker Rooms
- Stadium (Reed Stadium)
- Multi-purpose Room
- Vehicle Access to fields or grounds (other than parking lots)
- Tent site
- Uni-sex ADA Restroom
- Shop Area

Check all technical

- Light
- Sound
- VCR/Monitor
- Piano/Musical Equipment
- Custodial Help
- Nutrition Services Help
- Field Striping

Repair and Maintenance

- Replacement or Repair
- Labor

Check all facility needs

- Custodial Help
- Nutrition Services Help
- Field Striping

No food or drink in carpeted areas (except Cafetorium, where applicable)

Sisters School District Facility Usage Agreement

Clean Up: Clean up is a part of all school use. If needed we will schedule a custodian to handle clean up at the regular school district rate as stated on the building use fee schedule. With kitchen usage, a nutrition services staff member must be on site.

| Building Usage Fees | Deposit | | |
|-------------------------|----------|-------------|----------|
| Scheduling Fees | \$ _____ | Keys | \$ _____ |
| Rental Fees | \$ _____ | Building | \$ _____ |
| Nutrition Services Fees | \$ _____ | Grounds | \$ _____ |
| Technician Fees | \$ _____ | Kitchen | \$ _____ |
| Custodial Fees | \$ _____ | Auditorium | \$ _____ |
| Vehicle Grounds Fee | \$ _____ | | |
| Other Fees | \$ _____ | | |
| Total Fees | \$ _____ | | |
| Reduction in Fees | \$ _____ | | |
| Amount Due | \$ _____ | Deposit Due | \$ _____ |

Separate key sign-out form

District Contact Person: _____
Name Phone

The undersigned, his/her organization and its members, in consideration for the use of the above described room or facility, will be financially responsible for and will indemnify, protect, defend and save harmless Sisters School District #6 from all loss (including personal injuries), damage, costs, expenses, liabilities, and litigation, including reasonable attorney's fees resulting from or arising out of use of such room or facility, normal wear and tear and depreciation of the facilities excepted.

I also acknowledge that I have been provided a copy of (either electronically or hard copy) and have read the facility use document KG-AR and understand that I must comply with all pertinent rules and regulations as noted in the document.

Signature for User Group

Signature for Sisters School District

Sisters School District Facilities Use Guidelines Explanation of Fees

The following categories will be used to determine the priority and classification for building and facility usage.

Schedule A: Sisters School District groups and some **non-profit** organizations that are supporting school district activities and not charging a fee, groups that are providing a community service.

***Examples:** Fundraising events that directly benefit district student activities. Civic/Service groups that assist in funding student and school district activities or are providing a no-charge community service.*

***Examples:** PTSA, FAN, Rotary, Kiwanis, Girl/Boy Scouts, 4-H, school district contracted events or activities, HDESD, Red Cross, OSEA, SEA, ODE, State & Federal agencies.*

All fees waived except custodial as needed. If kitchen use is part of the facility use contract it is mandatory that a district nutrition services employee be on site and paid for by the contracting group. See separate Nutrition Services Fee Schedule for applicable costs.

Schedule B: **Non-profit**, non-school groups who sponsor activities that benefit children, and are not Sisters School District activities.

***Examples:** child recreation groups, club sports, non-school sponsored sports, schools from other districts, state and private colleges, community memorial services.*

All fees are charged at the published Building Usage Fee Schedule. Custodial charges are billed at full rate per each contract. If kitchen use is part of the facility use contract it is mandatory that a district nutrition services employee be on site and paid for by the contracting group. See separate Nutrition Services Fee Schedule for applicable costs. Organization must provide a 501C3 letter of determination.

Schedule C: Groups that are nonprofit charging a fee, religious and political groups or organizations.

***Examples:** charitable organizations, neighborhood or homeowner associations, church groups.*

All fees are charged at the published Building Usage Fee Schedule. Custodial charges are billed at full rate per each contract. If kitchen use is part of the facility use contract it is mandatory that a district nutrition services employee be on site and paid for by the contracting group. See separate Nutrition Services Fee Schedule for applicable costs. Organization must provide a 501c3 letter of determination.

Schedule D: For profit organizations, including school staff.

Examples: private events, business conferences, wedding receptions.

All fees are charged at the published Building Usage Fee Schedule. Custodial charges are billed at full rate per each contract. If kitchen use is part of the facility use contract it is mandatory that a district Nutrition Services employee be on site and paid for by the contracting group. See separate Nutrition Services Fee Schedule for applicable costs

**Sisters School District
Facility Use Fee Schedule**

FACILITY USE FLAT RATE FEES

| | A | B | C | D |
|--------------------|-----|-------|-------|-------|
| Stadium | NO | | | |
| Rental fee per day | | \$150 | \$250 | \$450 |
| Athletic fields | FEE | | | |
| Rental fee per day | | \$20 | \$35 | \$75 |
| Parking Lots | | | | |
| Rental fee per day | | \$50 | \$125 | \$150 |

STAFFING FEES

| | |
|---------------------------------------------|-------|
| Custodial Fee's | |
| Per hour - 2 hr minimum | \$50 |
| Holidays per hour – 2 hr minimum | \$100 |
| Staffing Charge - per hour | |
| Student Techs | \$20 |
| Maintenance or Grounds Staff - 2 hr minimum | \$55 |
| Flat Rate Maintenance Fees | |
| Stripe Field | \$300 |
| Flag sprinklers | \$150 |

**Sisters School District
Facility Use Fee Schedule**

EQUIPMENT AND OTHER FEES

| | |
|----------------------------------------|------|
| Stadium Lights - per hour | \$75 |
| Stage Lighting - per hour | \$20 |
| | |
| | |
| Sound - per hour | |
| Basic Use | \$10 |
| Full Technical Access | \$20 |
| Sound Shells - per day | \$50 |
| Standing Scene Flat Braces | \$35 |
| Overhead Acoustic Panels | \$35 |
| Cafeteria Tables (Set up)- per 5 count | \$20 |
| Cafeteria Chairs(Set up) - per 40 | \$20 |
| Stage Risers - per day | \$25 |
| Choir Risers - per day | \$35 |
| Computer Usage - per hour | \$5 |
| Dressing Rooms - each per day | \$25 |

FACILITY USE HOURLY FEES

| | A | B | C | D |
|-----------------------------------------------------------|---------------|----------|----------|----------|
| Regular Classroom | NO FEE | \$6 | \$12 | \$20 |
| Specialized Rooms | | | | |
| Library, Labs, Home Ec, Drama, Choir, Band, Art, Woodshop | | \$8 | \$15 | \$30 |
| Board Room | | \$8 | \$15 | \$30 |
| Commons - Elementary | | \$12 | \$20 | \$35 |
| Commons High School/Middle School | | \$15 | \$25 | \$40 |
| Showers and Locker Rooms | | \$30 | \$50 | \$100 |
| Gyms | | | | |
| Elementary | | \$8 | \$15 | \$30 |
| Middle School | | \$12 | \$25 | \$45 |
| High School - Mini Gym | | \$12 | \$25 | \$45 |
| High School - Performance Gym | | \$15 | \$45 | \$65 |
| Multi-purpose room | | \$8 | \$15 | \$30 |
| Auditorium | | | | |
| Rehearsal | \$20 | \$35 | \$55 | |
| Event | \$40 | \$50 | \$75 | |

**Sisters School District
Key Agreement**

I authorize the following named employee/agent to be issued the key(s) listed below:

Employee/Agent _____

School/Department _____

Bldg/Door/Key# _____

Date of Usage _____

As a condition of assignment of the above door key I agree that:

I will not loan this key to another individual.

I will not duplicate this key. I understand failure to comply with these restrictions may result in revocation of key privileges.

I will verify that all lights and equipment have been turned off and doors secured when leaving the building.

I understand there is a \$50 deposit required at the time of key checkout. When I return the key my deposit will be refunded.

I understand there is a \$5 deposit for key cards at the time of card checkout. When I return the key my deposit will be refunded.

I understand that this key is assigned for use only during the above designated time period, and will be returned promptly.

Personal safety and security of students, faculty and staff as well as their property are important to the district. Consequently, lost keys must be reported immediately to the district operations department to minimize the risk to life and property of our students, faculty and staff. All costs associated with the recovery of security as a result of lost keys including but not limited to repining, key cutting, and/or cylinder replacement shall be borne by the department or contractor whose employee lost the key. (Average minimum cost is \$5,000, and could amount to \$12,500).

User Signature _____

Date _____

Key Supervisor _____

*Long term rates can be negotiated.

Date returned: _____

Key Supervisor: _____

Equipment Rental Fees

| Equipment | Rental Fee / 24 hours | Replacement Fee |
|---------------------------|------------------------------|------------------------|
| Wet Dry Vac | \$15 | \$500 |
| Stage Risers | \$20 | \$5000 |
| Propane Burnisher | \$40 | \$8000 |
| Chairs (Folding) | \$1 Each | |
| Piano (upright) per event | \$100 | |
| Choir Risers | \$100 | |
| Tables (8 Ft Folding) | \$8 | |
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A 50 percent deposit is due at the time of rental of equipment. Equipment must be returned clean and sanitized. Additional fees will be accessed if equipment is lost, stolen, or damaged.

Nutrition Services Fee Schedule and Contract

Use of kitchen facilities is not included with approval of applications by building facility use coordinator or designees. A special approval must be obtained from the Nutrition Services Department and additional costs will need to be paid for this type of use.

Before kitchen usage is approved, the person in charge of the event must complete an equipment check out list and inspection of the kitchen with the school's Nutrition Services Operations Assistant. It is the responsibility of the person in charge of the event to schedule that appointment at the convenience of the Operations Assistant. (Appointment cannot interrupt the daily school meal service).

Nutrition Services equipment may not be used for any purpose other than food production in accordance with the state and federal sanitation codes. All equipment must be rented through the nutrition services main office at 541-549-8521 Ext. 4017.

Kitchen Fees required:

| Fee | Schedule A | Schedule B | Schedule C | Schedule D |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|--------------|
| Kitchen | \$10.00/hour | \$20.00/hour | \$40.00/hour | \$80.00/hour |
| Deposit* | \$200.00 | \$200.00 | \$200.00 | \$200.00 |
| | | | | |
| Refrigerator and freezer space is limited at all kitchen sites, and any food stored is subject to State and Federal sanitation codes. | | | | |

*Deposit returned upon inspection of kitchen and equipment. Fees will be accessed if equipment is lost, stolen or damaged. Fees will also be accessed if the kitchen is not left clean.

It is mandatory that at all events using the kitchen they have a Nutrition Services staff person on duty.

\$24.00/hour during regular work schedule.

\$48.00/hour if required after regular work schedule.

\$72.00/hour if required during holiday.

Other equipment rental—Nutrition Services equipment may not be used for any other purpose other than food production in accordance with State and federal sanitation codes. All equipment must be rented through the Nutrition Services Main Office at 541-549-8521 Ext. 4017.

Agreement to Use Kitchen Facilities

Organization

Person in Charge

Mailing Address

Purpose of Use

Phone

Facility to be used

Date

From _____ to _____
(time)

Equipment check out complete

Lead Cook Signature

Kitchen clean-up list issued

Lead Cook Signature

Nutrition Services Staff

Name of staff member working event