



Sheridan School District 48J Building Use Request Form

District Office
435 S. Bridge Street
Sheridan, OR 97378
(971) 261-6959
<https://www.sheridan.k12.or.us/>

For questions contact:
SHS – Sarah Hillyard
sarah.hillyard@sheridan.k12.or.us
FCS – Lacey Howard
lacey.howard@sheridan.k12.or.us

Applications must be filled out Two Weeks in Advance

Date of Request: _____

Name of Group: _____

Contact Name: _____

Mailing Address: _____

Email Address: _____

Billing Address: _____

Phone Number: _____

Alt. Phone Number: _____

District Staff Member Responsible: _____

Deposit Amount: _____

Facility Requested:

District Office

Faulconer-Chapman

Sheridan High School

Barbara Roberts CTEC

Specific Room/Area Requested: _____

Dates of Use: _____

Set-up Start Time: _____

Actual Time of Event: _____

Reservation End Time: _____

Actual End Time: _____
(Allow time for Clean up)

Purpose of Use: _____

Approximate Number of Participants: _____

Equipment Needed (check all that apply): Tables - # _____ Chairs - # _____ PA System: _____

Audio/Video Equipment: _____ Other: _____

**The applicant's signature on this form shall constitute evidence that they have read the district policies attached to this form and agree to observe all rules and regulations fully.
Make checks payable to "Sheridan School District"**

Person Responsible for Group (User): _____

Phone Number: _____

Email: _____

Signature of User: _____

Date: _____

OFFICE USE

Operations & Facilities Manager

Building Principal (or Designee)

Superintendent (or Designee)

Athletic Director (Required if Sports Facilities are used)

Date: _____

Sheridan School District 48J

Code: KG
Adopted: 7/27/11
Readopted: 7/18/12; 11/15/23
Orig. Code: KG

Community Use of District Facilities

The Board supports the community education concept, which encourages the usage of district facilities by community members for recreation, education and service activities. The following categories have been determined in order of priority for building and grounds usage:

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities related to the extracurricular K-12 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Youth-related non-school activities;
5. Adult-related non-school activities.

The Board expects the users to treat the facilities with respect. A Building Use Request form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines on the Building Use Request form. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

Use of District Facilities for Private Gain

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;
2. Such use will not benefit principally the organization operating for private gain;
3. A worthy educational, civic or charitable purpose will be served;
4. A substantial group in the community will benefit;
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.

Such use of school facilities by district employees will be in compliance with Oregon ethics laws.

Rental Charge and Approval of Use

All district facility rentals will be approved by the superintendent or their designee. Fees for the use of district facilities will be determined by the building and grounds committee based upon the rental charges and personnel fees approved by the Board.

Approval for using the facilities will be granted for a period not to exceed one year. Requests must be resubmitted if the user desires to continue usage.

The buildings and grounds committee will be responsible for the development of specific building-use regulations, except special request not covered by Board policy.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 260.432](#)

[ORS 332.107](#)
[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
KGF/EDC - Authorized Use of District Equipment and Materials
KI - Public Solicitation in District Facilities

Sheridan School District 48J

Code: KG-AR
Revised/Reviewed: 7/27/11; 7/18/12; 8/16/17;
8/21/19; 11/15/23
Orig. Code: KG-AR

Community Use of District Facilities

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain non-school activities allow maximum community benefit, the following regulations, procedures and fee schedule, as amended from time to time, shall be effect:

Regulations

1. Applicant shall be solely responsible for loss or damage to property or injury or death of any person or persons arising out of or connected in any way with the use of school facilities by the applicant. Applicant agrees to protect, indemnify and save the district from all liability resulting from the use of said facility. Applicant may be requested to show proof of insurance.
2. A paid district employee must be responsible and onsite during the use of the facility. All organizations must use Sheridan School District employees for weekend activities use, except by special arrangement with the superintendent or designee. The staff member is responsible for access, security, supervision and cleaning and must be employed in the building where the activity is to take place. If district custodians are to be hired, they will be compensated as stated in the current negotiated contract. If neither a school custodian or other staff member is available, the activity will be denied a Facility Use Request.
3. Decision as to custodian hours will be made by the superintendent or designee.
4. Payment must be submitted and received before a Facility Use Request is approved.
5. The Board may require additional deposits or charges for special requests not covered by the policy.
6. Applicant accepts the facilities, including the premises and equipment, in the condition then existing, and expressly releases the school district, its directors, officers, agents, employees and representative, from any and all claim damage, loss, expense, or cause of action or cause of suit, arising out of or resulting from the use of the facilities by the applicant.
7. Applicant shall provide adequate supervision and shall be responsible for any improper conduct of the audience, both individually and collectively, while on school premises or utilizing the school facilities. Adult leaders of organizations using school facilities shall be present at the opening time and shall remain with their groups until all members have left the school premises. They shall be responsible to the principal for observance of all rules and regulations.
8. Approval will not be granted from any meeting which may in any way be prejudicial to the best interest of the schools or for which satisfactory sponsorship and adequate adult supervision is not provided. This shall include proper police and fire protection, if necessary.

9. Applicant agrees to conform to all rules and regulations of the district.
 - a. No decorations or application of material to the walls or floors will be allowed without permission of the school principals. All items are to be removed by the groups at their own expense after the use of school facilities.
 - b. Standard approved gym shoes shall be required of all activity type games and dances on gym floors.
 - c. Applicant shall see to it that rooms, equipment, and facilities are clean and in proper order and furniture is returned to its original setting before leaving.
10. Applicant shall reimburse the district for all damages to the premises or property resulting from such use other than ordinary wear and depreciation. The Board and its representatives shall be the sole judges of unwarranted damage of the district's property.
11. Applicant agrees that the use of the facilities and this permit shall be revocable by the district at any time at the option of the district. The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities, or other improper action. Problems with users' groups (e.g., damages, etc.) will be documented and may preclude future use.
12. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the principal and athletic director will determine continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.
13. Use of school kitchens is prohibited.
14. Profane language, tobacco use, possession or use of intoxicating beverages and illegal drugs, is prohibited on district property.
15. Football stadium will be used by high school athletic teams and seventh/eighth-grade football **only**.
16. These deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user's deposit if not included in normal district maintenance. When a user's deposit is exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the Board or its delegate may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.
17. ***A \$25.00 Refundable Deposit will be paid by the user to receive a key fob. The deposit will be refunded once the key fob is returned to the district.***

The following damage/cleaning deposits may be required for Adult-Related - Non-school Activities in buildings and on grounds, if an admission fee, collection, is charged or there is any purpose involving private gain.

Area	Damage/ Cleaning Deposit Single Use	Damage/ Cleaning Deposit Multiple Use	Youth Group Rental Fee	Adult Group Rental Fee	Event (non- school)
Gymnasiums	\$50	\$100	No Fee	\$25	<i>\$100</i>
Cafeteria	\$25	\$50	No Fee	\$25	<i>\$100</i>
Classroom/District Board Room	\$10	\$25	No Fee	\$5	<i>\$50</i>
Auditorium/Commons/Music Room	\$50	\$100	No Fee	\$25	<i>\$100</i>
Library	\$50	\$100	No Fee	\$10	<i>\$50</i>
Fields	\$50	\$100	No Fee	No Fee	<i>\$50</i>
HS Front Commons Area	\$50	\$100	No Fee	No Fee	<i>\$100</i>
Parking Lot	\$50	\$100	No Fee	No Fee	<i>\$50</i>

(At the district’s option, users may be required to have a district employee on site for activities use. The staff member is responsible for access and security. If district custodians are to be hired for access, security and/or clean-up, they will be compensated as stated in the current collective bargaining agreement.)

All cleaning/security deposits remain the property of the user’s organization and are refundable until such time an assessment is made against the user. The user will be notified of such assessment prior to the user’s next activity.

All fees and assessments shall be deposited to the district office.

The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users’ groups (damages, etc.) will be documented and may preclude future use.

If there is a question as to the group’s classification, it will be determined by the building and grounds committee.

All facility/grounds activities will be scheduled under the guidelines and time frames established by the superintendent.

Definitions

Area	Rental Fee
Sheridan Youth-related school activities (school athletics, clubs, etc.)	No deposit
Sheridan Youth-related non-school activities (Little League, 4-H, Scouts, Campfire, etc.)	Deposit only
Adult-related school activities (community school activities, Booster club, etc.)	No Deposit/No Fee
Adult-related non-school activities - buildings only (church groups, organization, commercial groups, socials, etc.)	Deposit and Fee
Adult-related non-school activities - grounds only (adult softball, volleyball, etc.)	Deposit only
Non-Sheridan Youth related School and non-school activities	Deposit and Fee

Any organization that cannot be clearly defined in the aforementioned groups shall be determined by the superintendent or designee.

The Board expects the users to treat the facilities with respect. A Building Use Request form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines and regulations. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

Insurance

School-sponsored organizations are under the direct supervision of the district and are covered by the district's regular insurance policies. Non-school-sponsored organizations operate independent of the district. The district may require non-school-sponsored organizations to obtain special insurance coverage when:

1. The activity planned is unrelated to the normally expected use of the school facility; or
2. The activity is determined by the superintendent to be a high-risk activity

When a non-school-sponsored user is required to provide insurance, the district shall be named as an additional insured on the user's policy. Certificates of insurance shall be required in advance of the activity for worker's compensation and comprehensive general liability in the amount of:

Bodily injury	\$300,000
Property damage:	\$100,000