

**Stanfield School District**  
1120 N Main, Stanfield, OR 97875 -541-449-8766

**BUILDING USE REQUEST**

Please submit this form to the office of the school you wish to utilize no later than three days prior to desired facility use.

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

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Representative \_\_\_\_\_ Phone \_\_\_\_\_

We hereby request the use of

\_\_\_\_\_ (Building & Area)  
on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_  
beginning \_\_\_\_\_ ending \_\_\_\_\_.

The purpose of this use is for \_\_\_\_\_.

1. It is agreed that the party or parties using the school facilities will exercise every care in protecting school property and in the event damage results from improper supervision, a fair adjustment will be made.
2. All authorized use of school grounds or facilities require the user to leave the grounds or facilities in a condition equal to or better than when authorized for use.
3. School grounds/facilities will be adequately policed during the authorized activity and extreme care will be exercised to prevent any damage to school property and buildings, at the user's expense.
4. All litter, glass, etc., resulting from authorized usage will be removed at the user's expense immediately following the activity.
5. Any violation or wanton disregard of district policy will result in automatic forfeiture of future use requests.
6. The using agency and/or individual may be required to show proof of liability insurance for the requested activity.
7. Be it further understood that the district assumes absolutely no financial responsibility for any injury or accident, lawsuit, etc., that may occur during the user's tenure of grounds or facilities.

Copies to: Organizational Representative \_\_\_\_\_ Building Principal \_\_\_\_\_ Date \_\_\_\_\_  
District Office \_\_\_\_\_  
Custodian \_\_\_\_\_  
Lynn Weathermon \_\_\_\_\_

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**DISTRICT USE ONLY**

Deposit: \_\_\_\_\_

Fee: \_\_\_\_\_

Percentage of Profit: \_\_\_\_\_

Total Charges: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(District Coordinator)