

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 (3) days prior to desired facility use.

Today's Date: _____

Name of Organization _____

Address _____

Representative _____ Phone _____

We hereby request the use of (building/facility & area/room) _____

on _____ from _____ am/pm to _____ am/pm.

(*Optional) *We would like consideration for recurrent use beginning _____

and 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 for 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	_____	
District Office	_____	Building Principal
Custodian	_____	Date
Frank Longhorn	_____	

DISTRICT USE ONLY

Deposit: _____

Fee: _____

Percentage of Profit: _____

Total Charges: \$ _____ Approved by: _____

(District Facilities Coordinator) Date