

JUNCTION CITY SCHOOL DISTRICT

325 Maple Street, Junction City, OR 97448

BUILDING USE AGREEMENT

Applicant: Complete in full

Date request submitted: _____
(Request must be submitted five (5) days in advance of activity)

Individual or Organization _____ Email Address: _____

Address _____ City & Zip _____ Phone _____

Name of School _____ Room or Area to be Used _____

Other Equipment or Facilities Requested _____

Date(s) Desired	Day(s) of Week	Time of Day	Weekly, Monthly, etc.
Begin:		to	
End:		to	

Describe Activity _____

Note: Absolutely No Overnight Camping Allowed

Proceeds Used For _____

Estimated Number of Participants _____ Estimated Number of Spectators _____

Group's Supervisor (MUST BE PRESENT DURING ACTIVITY) _____

Address _____ City & Zip _____ Phone _____

Group's Cleanup Supervisor (If different than supervisor) _____

Address _____ City & Zip _____ Phone _____

Gymnasiums must be clean and "ready for class" the following morning.

I agree to be responsible for safeguarding the facilities used for this activity and for payment of all charges. I further agree that the school property will be used in accordance with the policies and regulations of the Junction City School District. If a building is to be used outside the District's regular custodial work hours, I agree that a District employee, approved by the District, will be on duty for security and cleanup (JCA may make special arrangements). If a kitchen is used, the head cook or designee will be present to supervise and secure the equipment and facility.

I understand that tobacco use and alcoholic beverages are not permitted on school property. Further, that anyone participating in activities in a gymnasium must wear gym shoes with non-marking soles.

I will be responsible for the conduct of the individuals using the school facilities. I will assume the cost of repairing any damage to the building or equipment. As the lessee, I agree to reimburse and save harmless the District from all liability, expense, cost, or damage which may be claimed against or incurred or suffered by the District as a result of negligence of the lessee, its members, officers, agents, or invitees, resulting in damage to District property and occurring in connection with lessee's use of the facility. Any incident for which the response of a District employee outside their normal work hours is required will be the financial responsibility of the using organization.

All users of Junction City School District property shall comply with all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Building usage agreements may be revoked if the facility is needed for a school activity [reference KG-R(f)] or if standards for building use are not followed.

Authorized Signature of Applicant Address City State Zip

Applicant Phone Number Applicant E-Mail Address

It is understood by using the school facilities the authorized signature person is responsible for making sure the facility is cleaned and ready for class following the use thereof.

No children are permitted to play or loiter in the hallway.

Form can be saved and emailed as an attachment To: crothenberger@junctioncity.k12.or.us Faxed: 541-998-1343 Hand Delivered: 451 Maple Street, Junction City (No USPS mail at this address)
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School District Portion

Building Level:

- 1. Activity within custodial hours? Yes _____ No _____
- 2. Funds to be collected from user? Yes _____ No _____

Fees must be paid prior to use of facilities.

Estimated Amount	Date Collected	Actual Amount
Facility Fee		
Direct Cost		
Supervisory Fee		
AMOUNT TO BE COLLECTED OR REFUNDED		

NOTE: If the exact amount of the cost/fees is unknown, the building staff will estimate the total and a deposit in that amount will be made to the District Administration Office. When the exact total has been determined, if the deposit was larger than the exact total, the overpayment will be refunded. If the deposit is less than the exact total, a billing for the additional amount due will be sent to the user.

For usage outside regular District employee hours:

Approved Monitoring District Employee _____

Building Administrator / Designee Approval _____
Signature

Each of the following is to receive a copy of this form:

- District Maintenance Director
- Building to be used
- District Administration Office (Only if fees are to be collected, then send two (2) copies)
- Custodial Staff Kitchen
- Staff (When appropriate)
- User Group

Regulation Approved Kathleen Rodden-Nord

Date April 26, 2010