

# Eddyville Charter School

## Application for Use of School Facilities

Po Box 68 Eddyville, Oregon 97343 541-875-2942 FAX 541-875-4050

(Completed application must be received one month prior to event)

1. What facilities are requested: Classroom # \_\_\_\_\_ Gym \_\_\_\_\_ MPRoom \_\_\_\_\_ Other \_\_\_\_\_
2. Number of people expected: \_\_\_\_\_
3. Organization requesting use: \_\_\_\_\_  
 Name of Person Making Application: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_
4. Dates and Days requested facilities are to be used: Date(s) \_\_\_\_\_ Day(s) \_\_\_\_\_
5. What is the Purpose of this usage \_\_\_\_\_
6. Name of adult supervisors \_\_\_\_\_  
 Will there be admission, collection, or funds solicited? YES \_\_\_ NO \_\_\_ if admission: Adults \$ \_\_\_\_\_ Children \$ \_\_\_\_\_  
 For what purposes will the proceeds be used? \_\_\_\_\_  
 Projected Profit \$ \_\_\_\_\_
7. **Payment of rental fees:** Rental fees shall be determined by the latest established rental rates. Payment arrangements will be made at the time of the application is completed. Make checks payable to **Eddyville Charter School**.
8. **Agreement:** The undersigned hereby makes application to the Eddyville Charter School for use of school facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has authority to make this application for the applicant and agrees to observe ECS Policies and Building Rules and Regulations. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold the ECS harmless of liability resulting from any use of said facilities. The applicant further agrees to reimburse the ECS for any damages arising from the applicant's use of said facilities. The applicant must have primary liability insurance coverage in excess of \$1,000,000 and must provide ECS with a certificate of Insurance naming ECS as co-insured.
9. **Rules and regulations governing after- school use of buildings and facilities:**
  - a. No decorations or application of materials to walls or floors will be allowed without prior approval. All allowed decorations will be removed at the conclusion of the event. Staples and other supplies will be removed.
  - b. Profane language, possession of, or use of intoxicating liquor, smoking, use of illegal drugs, and rowdy conduct shall not be permitted.
  - c. Gym shoes shall be required for all activity-type games held in gym.
  - d. The applicant is required to remove at his/her expenses, materials, equipment furnishings, or rubbish left after use of school facilities.
  - e. Facilities used shall be limited to those specified on the application
  - f. Approved applications for the use of school facilities shall be revocable and shall not be considered as a lease.
  - g. Folding chairs and tables are to be erected and stored by the group using the facilities.
10. A Paid ECS employee must always be in the building during the after-school use of facilities requested, except by special arrangement with Superintendent/Principal. Application must pay for any Kitchen staff present. (Note arrangement for facility security.)
11. The applicant agrees to advise the supervisor of the activity of all agreements, rules and regulations. Failure to comply with these arrangements may result in revocation of application approval.
12. **Verification of Insurance:** \_\_\_\_\_ attached (see agreement above) \_\_\_\_\_ on file with ECS

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**THE FOLLOWING TO BE FILLED IN BY THE EDDYVILLE CHARTER SCHOOL SUPERINTENDANT/PRINCIPAL:**

Arrangements for facility Security: (see number 10) \_\_\_\_\_

Comments: \_\_\_\_\_

Approved dates \_\_\_\_\_ Established Charges: CLASSIFICATION: \_\_\_\_\_

Application Approved \_\_\_\_\_ Personnel Fee (s) \_\_\_\_\_ \$ \_\_\_\_\_

Application not Approved \_\_\_\_\_ \$ \_\_\_\_\_

Classroom Rental..... \$ \_\_\_\_\_

MP Room Rental..... \$ \_\_\_\_\_

Gym Rental..... \$ \_\_\_\_\_

Other..... \$ \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

To be submitted one month in advance of anticipated event. Approved/Non Approved copy to Applicant, Superintendent/Principal, Custodian