

RENTAL REQUEST

Springfield School District assumes no liability for injuries for renters or their guests while using District facilities.

APPLICANT: PLEASE PROVIDE COMPLETE INFORMATION AS REQUESTED IN THIS APPLICATION

FULL NAME _____ PHONE (WORK) _____
(LAST) (FIRST)

ADDRESS _____ PHONE (HOME) _____
(NUMBER) (STREET) (CITY) (ZIP)

BILLING ADDRESS _____
(IF DIFFERENT FROM ABOVE)

NAME OF GROUP/ORGANIZATION REQUESTING SCHOOL FACILITY _____

RESPONSIBLE PARTY NAME AND RELATION TO REQUESTING GROUP _____

SCHOOL REQUESTED _____ ROOM/AREA REQUESTED _____

DESCRIPTION/PURPOSE OF EVENT/ACTIVITY _____

IS THIS A FUNDRAISING EVENT? Yes No WILL ADMISSION BE CHARGED? Yes No

WILL PARTICIPANTS BE PAYING ENTRANT FEES TO PARTICIPATE? Yes No

WILL THERE BE VENDING? Yes No (District permission required)

SPECIFY DATE(S) AND TIME PERIOD OF USE _____
(Months) (Days) A.M. P.M.

APPROXIMATE NUMBER EXPECTED TO ATTEND _____

ROOM ARRANGEMENT OR EQUIPMENT YOU WOULD LIKE TO REQUEST _____

LIABILITY INSURANCE IS REQUIRED - A Certificate of Liability Insurance must be provided prior to use of the facility.

LIABILITY CARRIER NAME: _____ PROOF OF INSURANCE PROVIDED: Yes No To be provided

Lessee hereby expressly covenants and agrees to indemnify lessor, its Board of Directors, and all other of its officers against all claims and demands for damages for injury to any person or property occurring on the leased property or elsewhere, or by virtue of any act or thing done on the leased property or elsewhere either by lessee or any other person.

APPLICANT SIGNATURE _____ DATE _____

Return rental request to: District Rental Clerk Telephone: (541) 744-6375
1890 N. 42nd Street FAX: (541) 744-6374
Springfield, OR 97477

Date is available	Yes / No	Room arrangement discussed	Yes / No
Building use priority assigned	Yes / No	Equipment available	Yes / No
Building staff assigned	Yes / No		

BUILDING APPROVAL _____ DATE _____

FEES TO BE ASSESSED: electricity room rental custodial heating/air conditioning other

ADMINISTRATION APPROVAL _____ DATE _____

(CLASSIFICATION TO BE DETERMINED BY SCHOOL DISTRICT)

BUILDING USE PRIORITY - CLASS NO. _____
Class I - School District Activities
Class II - Youth Recreation and Education Programs
Class III - Civic Clubs, Churches and Other Organization

GENERAL RULES

1. Groups will not be admitted until their scheduled time and a school district employee with appropriate security codes and keys is present. The responsible party should be present on site at all times during the activity unless arrangements have been made prior to the event.
2. The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities. Use of tobacco products is prohibited on school district property.
3. Billings are done at the close of each month. Payments shall be made to Springfield School District No. 19.
4. A detailed copy of District policy regarding rental procedures is available upon request to the Rentals Office.
5. Billing for custodial overtime may be required for use of facilities. Custodian charges are assessed as needed at \$25.00 per hour for custodian overtime with a two-hour minimum. Food service supervisors will be billed at \$20.00 per hour with a two-hour minimum. District kitchen rentals require district staff to do cleanup to ensure appropriate cleaning and sanitation.
6. Users will be billed repair/replacement costs for damages incurred in use.
7. Deposit – The District reserves the right to ask for a deposit as a condition of rental in order to offset potential costs that may result as a consequence of the use of District equipment or facilities. Said deposits should be of reasonable amount based on the potential costs generated by the size of event, the amount of room, field or equipment use, the use of utilities and electricity, trash removal and the potential for calling out employees after regular hours. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicant. If costs in excess of the deposit are incurred the lessee is responsible for their payment.
8. The District may assess additional fees for energy charges, water charges, garbage collection or additional cleanup. Facilities will be rented without heat or cooling unless provisions for payment are made in advance
9. Playing fields are rented “as is.” If preparation work is required, labor and materials may be charged. Prior approval by the District is needed prior to any preparation work done on District fields.
10. Parking lot fees will not be assessed without District approval.
11. There will be no camping, open fires, vending, or RV camping on District property without prior District approval.
12. The District may assess fees to offset direct costs from any group utilizing school property for fundraising for their group, organization, or team.
13. In addition to the District rental form, auditorium use request forms at high schools must be filled out with the assistance of the auditorium managers at each site for an auditorium rental.