SEASIDE SCHOOL DISTRICT 10 FACILITY RENTAL AGREEMENT CONTRACT

TERMS REGARDING FACILITY RENTALS

- 1. Indemnification: In consideration for use of the Seaside School District's ("District") property, Renter agrees to hold harmless, waive, release, indemnify, defend, and discharge the District from all liability and claims arising from Renter's use of the District's property. Renter agrees to these actions to the fullest extent allowed by law, which includes liability and claims arising from the District's negligent acts. "District" includes its Board of Directors, including the individual members thereof, and its officers, agents, employees, volunteers, and representatives. "Liability and claims" means demands for any value or benefit, such as lawsuits, tort claims, insurance claims, causes of action, fines, fees, costs (e.g. medical costs and attorney fees). Renter certifies and represents that it has the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of itself and its members, employees, agents, contractors, suppliers, or guests.
- 2. **Insurance:** Renter shall furnish a Certificate of Insurance naming Seaside School District 10 as an additional insured. Should the Certificate of Insurance be cancelled before the expiration date thereof, the Renter will notify the District within 24 hours of cancellation of insurance.
 - LIABILITY INSURANCE CLAUSE: The Renter agrees at all times during the term hereof, at their own expense, to maintain, keep in effect, furnish and deliver to the District liability insurance policies in form and with an insurer satisfactory to the District, insuring both the District and the Renter against all liability for damages to person or property in or about said rented premises; the amount of said liability insurance shall not be less than \$1,000,000.00 on single occurrence and \$2,000,000.00 on aggregate for injuries/incidents arising out of any accident or property damage. Renter agrees to and shall indemnify and hold the District harmless against any and all claims and demands arising from the negligence of the Renter, their officers, agents, invitees and/or employees, as well as those arising from Renter's failure to comply with any covenant of this rental agreement on their part to be performed, and shall at their own expense defend the District against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals there from and shall satisfy and discharge any judgment which may be awarded against lessor in any such suit or action.
- 3. **Cancellation:** The Renter shall notify both the school building Administrator and the District Office of any cancellation of a previously scheduled reservation at least five (5) working days prior to the scheduled use. All cancellations must be submitted in writing. Failure to do so may result in the District invoicing Renter for lost revenue and expenses incurred in preparation for use of the facility requested.
 - The District reserves the right to cancel and/or modify any reservation for good cause, as deemed by the District Superintendent. In the event of cancellation, there shall be no claim or right to damages or compensation resulting from any loss, damage, or expense whatsoever incurred by the Renter as a result of such cancellation.
 - It must be understood that the use of any facility is automatically cancelled when the facilities have been closed by District authorities due to local, state or natural disasters or emergencies including, but not limited to earthquake, fire, flood, weather, and power or other mechanical failures.
- 4. **District Policies:** Renter agrees that the school property will be used in accordance with Seaside School District rules and School Board policies. Note that smoking, or the use of any drug, alcohol, or tobacco products, is prohibited on all District property, including buildings and outdoor areas.
- 5. **Repairs, Maintenance, and Cleanup:** At Renter's sole expense, Renter shall maintain in good repair the areas of the District's property utilized under this Agreement. As determined by the District's sole discretion, Renter agrees to repair, replace, or compensate the District for any cleanup required. Renter agrees to reimburse the District for damage to the District's property that is caused by Renter and Renter's members, employees, agents, contractors, suppliers, or guests. Upon Renter's completion of use of the District's property, the Renter shall leave the property in the same or better condition as received.
- 6. **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. Any District costs generated by the approved rental would be subtracted from the deposit and the balance, if any, would be returned to the Renter. If costs in excess of the deposit are incurred, the Renter is responsible for their payment.
- 7. **Renter's Property:** The District will not be responsible for the belongings of the Renter and/or participants. The District is not liable for damages, lost or stolen items, and/or vandalism that may occur during the facility usage.
- 8. **Bloodborne Pathogens:** Renter agrees to adhere to the federal and State OHSA standards pertaining to bloodborne pathogens and any necessary cleanup of blood or other body fluids.
- 9. Occupancy: The Renter agrees to comply with all State laws and State Fire Marshall regulations regarding occupancy. This

rental agreement will be cancelled immediately if the Renter violates State Fire Marshall regulations regarding maximum occupancy of the structure. Maximum occupancy signs are posted in each building. Additionally, the Renter will confine all activities to the areas approved in this Agreement.

- 10. **Right of Entry:** The District retains the right to enter District property at all times during the life of this Agreement, including the property being used by Renter under this Agreement.
- 11. **District Representative**: At the District's discretion, a representative may be assigned for general supervision purposes. The representative is authorized to see that all facilities are properly used. They will not be expected to do the Renter's work (such as dishwashing, cleaning, serving, cooking, crowd control, etc.). The costs associated with supervising will be the responsibility of the Renter.
- 12. **Anti-Discrimination Policy:** The Seaside School District recognizes the diversity and worth of all individuals and groups in our society. It is the policy of the Seaside School District that there will be no discrimination or harassment of individuals or groups based on race, color, creed, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran or military status, genetic information, disability, or use of a service animal by a person with a disability in any educational programs, activities or employment. The District reserves the right to deny use of District facilities to groups that do not comply with the District's anti-discrimination policy. Title IX (Equitable Access) & American Disabilities Act Contact: Jenny Risner, Director of Special Services, (503)738-5591.
- 13. **Modification:** The terms of rental are non-negotiable. No agent of the District has the authority to accept this facility rental agreement in any modified form.
- 14. **Procedure:** The following procedure will be adhered to by Renters using the District facilities.
 - a. Permission must be obtained at least two (2) weeks in advance of event. Facility Rental Agreement must be secured and agreement form(s) signed by: Renter, the building administrator(s) of the school(s), Athletic Director (for gyms/fields), and District Representative.
 - b. If applicable, pick up key as instructed.
 - c. No activity is to be planned which will involve use of the facility after midnight, except authorized overnight events.
 - d. Renter will not tamper with or enter the mechanical room(s) or use electric boxes. Custodial supplies and equipment are not to be used except upon permission of the custodian in charge of the facilities.
 - e. The renter must contact the School District Office not less than 5 working days before event if cancellation is necessary.
 - f. Rental fees shall be paid to Seaside School District 10, in accordance with the Board ordered fee schedule.

SUMMARY OF HOURLY RATE SCHEDULE (1 hour minimum billed for all uses)*

*For comprehensive information please reference Seaside School District Board policy KG: Community Use of District Facilities and KG-AR: Community Use of District Facilities; all Board policies can be found on the Seaside School District website, www.seaside.k12.or.us.

Area	A/School Partner	B/Non-Profit	C/Others	
Gymnasium	No fee	\$20.00/hr.	\$40.00/hr.	
Cafeteria	No fee	\$15.00/hr.	\$30.00/hr.	
Classroom	No fee	\$5.00/hr.	\$10.00/hr.	
Library	No fee	\$10.00/hr.	\$20.00/hr. \$20.00/hr.	
Wrestling Room	No fee	\$10.00/hr.		
Concessions	No fee	\$10.00/hr.	\$20.00/hr.	
Kitchen	No fee	\$15.00/hr.	\$30.00/hr.	

Site Access/District Security Fees					
In addition to the hourly rate, staff coverage may					
be required for Site Access/District Security; fees					
will be billed on an hourly basis. This fee includes					
unlocking/locking, operating utilities and routine					
cleanup ONLY. There may be additional personnel					
fees for kitchen use/supervisory needs.					

USER CLASSIFICATION DEFINITIONS (as per Seaside School District Policy KG: Community Use of District Facilities)

- Class A/School Partner: Public schools and organizations directly cooperating/partnering with the district to implement or provide programs primarily for the benefit of school-age youth.
- Class B/Non-Profit: Government, education and nonprofit organizations recognized under Section 501(c) of the Internal Revenue Service code.
- Class C/Commercial/Individual: All other users; including businesses or commercial organizations, community groups which are not necessarily devoted to education or charitable activities, and individuals.

FACILITY CONTACT INFORMATION:

Seaside School District Office – Address: 2600 Spruce Drive, Suite 100, Seaside, OR 97138. Phone: (503)738-5591, Fax: (503)738-3471 Seaside High School – Address: 2600 Spruce Drive, Suite 200, Seaside, OR 97138. Phone: (503)738-5586, Fax: (503)738-5589 Seaside Middle School – Address: 2600 Spruce Drive, Suite 200, Seaside, OR 97138. Phone: (503)738-5586, Fax: (503)738-5589 Pacific Ridge Elementary – Address: 2000 Spruce Drive, Seaside, OR 97138. Phone: (503)738-5161, Fax: (503)738-7303

Seaside School District 10 - FACILITY RENTAL AGREEMENT

1)			please print clearly. g request ("Renter") _					
-,	_					Phone:		
2)			ion					
•	Class of Fees							
3)		-	artner	n- Profit: Tax IDi	# required			All Others
	waiver because	e ALL of	the following apply: the	majority of partic	cipants are I	K-12 studen	ts of the Seas	chis event qualifies for a fee side School District, participants inpetitions or contests do not
4)	Building #1	Sec	condary School	Room(s)	Gym(s)	: □ HS Main	□ HS Aux	□ MS Main
		☐ Ele	mentary School		Library		Locker Roc	om 🗆 plus shower use
		Otl	ner:		Cafeter	ia*	Servery*	Kitchen*
					Classro	om(s): Num	ber of rooms	<u> </u>
	*Cafeteria/	/Servery/	Kitchen use requires Appen	dix A (next page)				
				5 ()				
	Building #2	_	condary School	Room(s)	∐ Gym	F	- .	
			mentary School		Library			om 🗆 plus shower use
		∐ Otl	ner:		Cafeter	_	Servery*	_
	*6	/C /	Kitaban was manifesa Asana	alter A. Consister annual				<u>5</u>
_,	_		Kitchen use requires Appen		Utner:_			
5)	Date(s)/Days	of acti	vity					
6)	Hour(s) of ac	tivity	(Monday) From	am/pm	то		am/pm	☐ Check here if
			(Tuesday) From	am/pm	то		am/pm	overnight use is being
			(Wednesday) From	am/pm	то		am/pm	requested
			(Thursday) From	am/pm	то		am/pm	·
			(Friday) From	am/pm	то		am/pm	Total hours of
			(Saturday) From	am/pm	то		am/pm	occupancy:
			(Sunday) From	am/pm	то		am/pm	occupancy
7)	LIABILITY CA	ARRIER			(Must	be for Orga	nization nar	med as "Renter" listed above
-	Certificate a	ttached	l: Yes No (Insu	rance Certificate	· must be red	ceived <u>PRIO</u>	R to use of fa	cility)
8)	Other instru	ctions/	equipment needed					
Rente reser the D	er making the reques vation without claim o	t affirms by r right to da ditional fees	signature of Renter's Authorized images or compensation resulting	d Representative that it from any loss, damage,	will assume any or expense wha	/ expense or fee tsoever incurred ne scope of the ba	s. The District re by the Renter as a asic hourly rate, in	nd conditions set forth in this agreement. The serves the right to cancel and/or modify any a result of such cancellation/modifications. *A cluding, but not limited to, additional custodia side School District 10
-	Signature of Ren	ter's Auth	orized Representative	Date		2600 Spru	ce Drive, Suit	e 100, Seaside, OR 97138
Ap	provals – For C	Office Us	e Only					
Bui	lding Admin		Date		Athletic Direc	tor (gyms/field	s)	Date
	=	ular hours	(no keycard/scheduling neede	ed)				
or					District			Date
Ш	keycard/Schedulir	ng needed	(keycard/access request must	be completed)	Invoice#:			Fee:
Coi	mments:			-				

Seaside School District 10 - Appendix A: Kitchen or Servery Usage

Is use c	of a kitchen or servery being requested?	Yes (comp	olete this fo	orm) No			
Organiz	zation making request ("Renter")						
Hour(s)	of KITCHEN/SERVERY activity:						
	(Monday) From						
	(Tuesday) From						
	(Wednesday) From						
	(Thursday) From						
	(Friday) From						
	(Saturday) From (Sunday) From						
4							
1.	All food will be handled in accordance w	ith Oregon Adm	inistrative I	Rules (OAR).			
2.	It is required that an authorized School District employee will be present, for supervisory purposes only, during the activity. This requires an additional fee. A waiver of this fee may apply if a School District administrator and/or designee is on-site providing supervision.						
3.	All food and supplies in the kitchens and serveries are owned by Seaside School District and paid for with Federal NSLP funds. Because of this, the consumption/use of our inventory is regulated and not for sale or to be used by renters. The walk-in freezer, coolers, and storeroom will be restricted from use and kept locked. A fee will be assessed if any items from our inventory are missing.						
4.	Any utensils and equipment used should be treated with care and properly used. After usage, they should be cleaned, dried, and put back in their original location.						
5.	Absolutely no food or containers are to be left in the facility area without prior permission. Any such unauthorized items will be deemed trash and discarded.						
6.	Dishtowels are not provided.						
7.	There is to be no food or residue left on counters, stovetop, oven, sink or floor.						
8.	Please clean stovetop, wipe down the oven and wash all surface counter areas.						
9.	. All trash must be disposed in trash receptacles. Only fill receptacles half-full so they are not excessively heavy.						
10.	. Please read and follow all signs posted in the kitchen and observe location of fire extinguisher.						
11.	The School District is not responsible for any liability, including illness, incurred as a result of the use of these facilities. A Certificate of Insurance liability waiver must be provided.						
12.	12. When finished, please make sure the kitchen is clean and in orderly condition. If the facility area is not left in the same or similar condition, additional fees may be assessed.						
_	that I have read and understand all respo y organization also understands these res	-	chen usage	e and that it is my responsibility to make sure			
 Signatu	ure of Renter's Authorized Representative		Date				
		Chec	ck-in/check-	out staff member			

Building Administrator

Date