

Facilities/Equipment Use Form

Knappa School District #4
 41535 Old Highway 30
 Astoria, OR 97103
 Phone: 503-458-6166 or 458-5993

Today's Date: _____ (Submit request as early as possible prior to use.)

Building or Location: Please place a check mark by those you are requesting

Outdoor Facilities

- Football field
- Football/track press box
- Football/track concessions
- Football/track restrooms
- Football/track PA system
- Football score clock
- Track
- Runways, aprons, pits
- Ticket booths
- Softball field
- Softball score clock
- Equipment _____
- Danny Patterson/Bompies Field

Outdoor Facilities con't

- Baseball field
- Baseball score clock
- Indoor Facilities**
- Hilda Lahti gym
- Hilda Lahti play shed
- Hilda Lahti cafeteria
- Hilda Lahti library
- Hilda Lahti classroom
- Knappa High gym
- Knappa High cafeteria
- Knappa High library
- Knappa High classroom

Indoor Facilities con't

- Knappa High wrestling room
- Knappa High weight room
- Knappa High locker rooms
- Home Economics Room
- Other
- The following are needed**
- Tables
- Chairs
- Set-up
- Custodian
- Kitchen Help
- Keys _____

****If a special set-up is required, please attach a separate piece of paper with the layout shown. ** Fees and Other Information**

- A \$50 single use or a \$100 multiple use damage/cleaning deposit shall be required for out of district or commercial use.
- There will be no rental fee for non-profit groups located within the district boundaries. For commercial groups and those located outside the school district boundaries the rental fee will be \$30 per hour to a maximum of \$100 per single use.
- If a custodian and/or cook is required, the cost will be based on the number of hours worked times the hourly rate of \$20 for weekdays and \$30 on weekends and holidays. A cook shall be required for any kitchen use.
- Use of the weight room requires an on-site person with a current First Aid and CPR card.
- A \$20 fee will be assessed against the deposit each time lights are left on, a door is left open or unlocked and/or staff is used to clean up after usage.
- Athletic field lights will be assessed at \$20 per hour.
- Cost for heating a space on a weekend or holiday will be determined by energy costs used.
- Drugs, tobacco products and alcohol are not permitted on District property.

I am including (choose one): _____ Proof of Liability Insurance in the amount of \$1 million per incident and \$2 million aggregate listing Knappa School as additionally insured.
 _____ A signed release of liability form.
 _____ I am requesting an exemption from providing proof of liability or a liability release from the Superintendent

Date(s) Facility Use Is Requested: Beginning _____ Ending _____ Day(s) of the Week _____

Beginning Time: _____ Ending Time: _____ Purpose of Facility Use: _____

Signature of Applicant Acknowledging Receipt of and Agreement with Facility Use Requirements

Printed Name of Applicant _____

Name of Group/Organization if Applicable _____

Address _____ E-mail Address _____

Daytime Phone _____ Evening Phone _____

The deposit must be received before a Building Use Request form is processed. Any additional costs or fees will be assessed against the deposit and/or will be billed to the group at the conclusion of the activity.

For School District Use Only

Approved Disapproved Deposit \$ _____ Fee \$ _____ Custodial / Cook Wage \$ _____

Total Due \$ _____ Total Received \$ _____ Date Received _____ **Proof of Insurance Provided**

Approval: Athletic Director _____ Building Principal _____ District Office _____ Date _____
_____ Date

After Event Checklist– Custodian Returns Copy to District Office

OK to return deposit? Yes No Reason: _____

After-hours custodial/cook hours work _____ Administrative Approval _____

District Office Maintenance Janitorial (returned after event) Applicant School Office AD Staff Impacted