

APPLICATION FOR USE OF SCHOOL FACILITIES

Business Office

DAVID DOUGLAS SCHOOL DISTRICT #40

11300 NE Halsey Street, Portland, Oregon 97220

Date: _____

The undersigned hereby makes application on behalf of _____
Organization (include name & title of representative)

for permission to use _____
(School) (Room or area of use; i.e. Room 12, Cafeteria, Gym, Field)

SPECIFY IF ACTIVITY IS: (Please attach a separate schedule if multiple non-consecutive days)

One time only: Day of week: _____ Date: _____ From: _____ AM / PM To: _____ AM / PM
 or

If continuous: Start Date: _____ End Date: _____ Day of Week: _____
 From: _____ AM / PM To: _____ AM / PM Weekly Semi-weekly Monthly Semi-monthly

Describe use fully: _____

Admission charge \$ _____ Proceeds to be used for: _____ Number of expected participants: _____

If use of equipment or additional set-up is required, please ask secretary for "Equipment/Set-Up Request" form

This application for use of David Douglas School District facilities is approved with the following understanding:

- Any organized activity of David Douglas School District shall have precedence over the use by any other group.
- Possession or use of alcoholic beverages, tobacco products or illegal drugs in any form is prohibited in school buildings, on school grounds, in vehicles, or on any other school property.
- The Permittee shall indemnify, defend, and hold harmless the District, its officers, agents and employees from any and all claims, suits, or actions of any nature resulting from or arising out of the activities of the Permittee, its officers, employees, agents, members or invitees.
- It is further understood that any damage to the grounds or neighboring buildings, whether under public or private ownership, arising out of this use will be compensated for by the individual signing the application as the representative responsible for the organization.

I agree to be responsible for the conduct of the audience and participants in and about the building, and for any damage beyond ordinary wear and tear that may occur to the school property as a result of my occupancy thereof. I further agree the school property will be used in accordance with rules and regulations of the Board of Directors.

Signature: _____

Date: _____

APPLICANT INFORMATION

Name/Organization _____

Alternate Contact Person _____

Contact Person _____

Phone (Home) _____ (Bus.) _____

Address _____

REFERENCE:

City _____ State _____ Zip _____

Name _____

Phone (Home) _____ (Bus.) _____

Phone (Home) _____ (Bus.) _____

Email address: _____

FOR OFFICE USE ONLY:

CHARGES:

Room/field charges: Rate per hour / day \$ _____

No. of hours: _____ X _____ Sub Total \$ _____
(hours / days) (Rate)

Additional Equipment / Set-up Fees: \$ _____

Total Room/Field Charges \$ _____

ESTIMATED OVERTIME CHARGES:

Custodial \$ _____ per hr. X _____ hrs. = \$ _____

Cook \$ _____ per hr. X _____ hrs. = \$ _____

Total Charges Including Overtime \$ _____

Dates facility WILL NOT be available: _____

Custodial coverage will be required: Yes No

Class No. _____ Term: Su Fall Wntr Sp

(Circle all that apply)

APPROVED:

Building Principal _____
(Signature)

Business Manager _____
(Signature)