

OSD Facility Use Agreement

OSD Facility Use Form

This form represents a scheduling request **ONLY**. You will receive a confirmation if your request is approved. Please allow 7-10 days. Confirmations will be e-mailed to the address below. ***REQUIRED**

*Requesting Party (Person) _____

*On-Site Responsible Party _____

*Responsible Party Information: Address: _____

*City, State and Zip _____

*Primary Phone/text/e-mail _____

*Organization Name _____

Meeting/Event Information

- Weekly occurrences will be scheduled on a month to month basis. **A new request must be submitted at the beginning of each month to check for availability.**
- This request is good for 30 days only.

*Event Date/Times Date: _____ Start Time: _____ End Time: _____

*Short Description _____

Expected in Attendance _____

*Facility Requested:

- | | |
|--|---|
| <input type="checkbox"/> Carpenter House | <input type="checkbox"/> Clerc Conference |
| <input type="checkbox"/> Hokanson Gym | <input type="checkbox"/> Kuenzi Hall Auditorium |
| <input type="checkbox"/> Kuenzi Hall Outreach | <input type="checkbox"/> McKnight Cafeteria |
| <input type="checkbox"/> Panther Pool* | <input type="checkbox"/> Wynkoop-Smith Library |
| <input type="checkbox"/> Peck Gym | <input type="checkbox"/> NTID Room Other |
| <input type="checkbox"/> (Student Union, Football Field, etc.) | <input type="checkbox"/> Panther Den |

Food/Beverage Lunch Tickets How many? _____

Audio Visual and/or Technical Equipment

TV, VCR Screen, Other, Etc. _____

Group Organization Information

Is this group affiliated with OSD? Yes No

Is this group part of the State of Oregon? Yes No

Office Use ONLY Estimated Rental Cost

Category 1 2 3 4

Room Hours Rate \$ _____

Equipment/Other:

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Indemnification

_____ agrees to indemnify, save, and hold harmless the Oregon Department of Education (Renter's Name) and Oregon School for the Deaf from any loss, liability, damage, or cost they may incur due to their presence in or upon the areas described in the OSD Facility Use Form.

I have read and understand all the information in the Facilities Reservation Guidelines and agree to observe all guidelines/policies of the Oregon School for the Deaf. Applicant will promptly pay the actual cost incurred. The Oregon School for the Deaf shall be held harmless for any malfunction, injury, liability or property damage incurred by person or persons using the school facilities. The applicant will make restitution for any damage arising from applicant's use. The applicant further certifies the organization, if any, has an open membership without restrictions for race, color, national origin, sex, religion, age, or disability.

*For use of the **Panther Pool**, applicant is required to provide a Certified Lifeguard. Certification is attached.

Prepayment is required for any facility use estimate of \$60.00 or less.

OSD facilities are unavailable for rental during certain periods of time each year to accommodate annual maintenance. Outside groups may not use facilities in areas where students are utilizing nearby locations.

The School (OSD) will not permit the use of its name in the solicitation of funds for the support of programs not authorized and sponsored by OSD.

By signing this document, the User assumes full responsibility for all persons connected with the Users use of the Authorized Area(s). OSD assumes no liability for loss of any cause, including, but not limited to, theft or damage, to any equipment, furnishings, or other personal property belonging to the renters or to their officers, employees, agents, or invitees.

Approval of Contract: This agreement is not binding until signed by both parties and the required deposit (if any) has been paid. The Users signature below signifies that he/she has read and understands the policies (in the Facility Use Guidelines section) and that the user agrees to comply with all the terms and conditions set forth in this agreement and that the user assumes all liability associated with the use.

Signature Applicant

Date

Signature Director

Date

For Office Use Only

- | | | | |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Athletic Director | <input type="checkbox"/> Cashier | <input type="checkbox"/> Media Services |
| <input type="checkbox"/> Outreach Coordinator | <input type="checkbox"/> Dean of Student Life | <input type="checkbox"/> PE Teacher | <input type="checkbox"/> Director |
| <input type="checkbox"/> Nutrition Services | <input type="checkbox"/> Health Services | <input type="checkbox"/> Drama Coach | <input type="checkbox"/> Other _____ |

OSD Facility Use Agreement

Please read the Condition of use and write your **initial** next to each condition indicating you have you have read and understand the responsibility in order to complete the application.

Conditions of Use

- Representatives of the group using the OSD Facility will exercise care in protecting OSD and will provide adequate supervision and first aid necessary for participants. In the event damage results, the facility user will assume liability for repairs.

- User will designate a "person-in-charge." The person in charge shall be on site for the entire time the facility is used. If this is not possible, another adult name on the application must be present and designated as being in charge of the group.

- The person in charge of the group using the facility is responsible for restricting use to members of his/her group and to the area for which the application is made for.

- User cannot make any other modification not specified in the request without prior written approval from the building administrator.

- During business hours, lunch room, hallways, and common areas cannot be used as breakout sessions.

- Unless otherwise specified, use of school equipment (e.g. phones, copiers, computers, etc.) is prohibited.

- User shall not store items on the premises without prior written approval from the building administrator.

- Groups must bring their own supplies such as chart paper and meeting handouts. OSD doesn't provide chart paper. Copies can be made .25 cents per copy at the front desk. Payment (cash) at time of transaction is required.

- Groups are not allowed to tape or tack items to the walls.

- The user agrees to leave the room in good condition, or better than, when it was authorized for use. All garbage will be removed from the site. (User shall not use OSD provided containers for this purpose).

- Any violation or disregard of OSD policy will result in automatic forfeiture of the right to make future requests.

- The possession/use of drugs, tobacco, or alcohol, use of profane language or rowdy conduct on OSD property is strictly forbidden.

- Partitions cannot be altered without notice 5 working days prior to event and set up by OSD maintenance.

- Each party shall hold harmless, indemnify, and defend the other for any claims, loss or damage arising out of, or resulting from, each parties own respectful use of the premises.

- User must provide proof of insurance.

- Approved application for the use of OSD property shall be revocable and not considered a lease.

- Room designation shall be determined prior to approval.

- Cancelation or changes must be emailed to

Applicant Print Name:	Email address:
Applicant Signature:	Date:

Once form has been completed you may
F a x : 503.378.4701 or scan and e-mail to
bill.selnes@osd.k12.or.us