



# SHERWOOD SCHOOL DISTRICT 88J FACILITY USE AGREEMENT

Event Schedule # \_\_\_\_\_ (office use only)

Please submit Use Agreement to the Support Services Department **AT LEAST TWO WEEKS** prior to use.

ACTIVITY/EVENT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_  ONE TIME USE  RECURRING EVENT  
 WEEKLY  MONTHLY

START	DAY(S) OF THE WEEK Sun M T W TH F Sat	START TIME: AM/PM (CIRCLE ONE)
END DATE:	DAYS(S) OF THE WEEK Sun M T W TH F Sat	END TIME: AM/PM (CIRCLE ONE)

RESPONSIBLE PARTY (MUST BE PRESENT AT EVENT): \_\_\_\_\_

ADDRESS (STREET, CITY, ZIP CODE): \_\_\_\_\_ PHONE: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ SSD EMPLOYEE? YES or NO (circle one)

ESTIMATED # OF PARTICIPANTS \_\_\_\_\_ # OF ADULT SHERWOOD RESIDENTS \_\_\_\_\_ # OF SHERWOOD STUDENTS \_\_\_\_\_

ESTIMATED # OF SPECTATORS \_\_\_\_\_ ADMISSION CHARGES \$ \_\_\_\_\_ TUITION PER STUDENT \$ \_\_\_\_\_

**\*\*Fee Schedule is Posted on Facilities Use Web Page on SSD Web Site\*\***

ELEMENTARY SCHOOL (CIRCLE ONE) ARCHER GLEN    EDY RIDGE HOPKINS        MIDDLETON	MIDDLE SCHOOL (CIRCLE ONE) LAUREL RIDGE SHERWOOD MIDDLE SCHOOL	SHERWOOD HIGH SCHOOL
Cafeteria	Cafeteria	Commons
Stage	Stage	Performing Arts Center (PAC)
Classroom(s)#	Classroom(s)#	Classroom(s)#
Media Center	Media Center	Media Center
Kitchen** (Prior approval by Director of Food Services required & \$35/hr. fee charged)	Kitchen** (Prior approval by Director of Food Services required & \$35/hr. fee charged)	Kitchen** (Prior approval by Director of Food Services required & \$35/hr. fee charged)
Gym	Gym (circle one) Upper Gym (Auditorium) SMS Gym 1 - SMS Gym 2 - SMS Gym - LRMS	Gym (circle one) Main Gym Auxiliary Gym Upper Gym
Covered Play Area	Covered Play Area	Dance Room
Front Lawn	Front Lawn	Choir Room
Community Room (Ridge Campus)	Community Room (SMS)	Band Room
Special Requests: (i.e. A/V equipment, tables, chairs and risers)	Special Requests: (i.e. A/V equipment, tables, chairs and risers)	Special Requests: (i.e. A/V equipment, tables, chairs and risers)
Sports Field(s) (City of Sherwood Manages) Tennis Courts (City of Sherwood Manages)	Sports Field(s) (City of Sherwood Manages) Tennis Courts (City of Sherwood Manages)	Sports Field(s) (City of Sherwood Manages)
Other:	Other:	Other:

# Sherwood School District (SSD) Facility Rules of Use Agreement

**This is an application only - space is not reserved until confirmation is issued. Confirmations will provide actual dates approved, location reserved and estimated fees.**

**\*\*All cancellations must be made 48 hours in advance of event or you will be billed for time reserved.**

**CHANGES:** Any changes to the agreed upon time and school location must be negotiated a minimum of 48 hours prior to the scheduled event.

**LIABILITY:** The renting organization/responsible party agrees to indemnify and hold harmless the SSD, its agents, employees, or any other person against loss or expense, including attorney's fees by the reason of bodily injury, property damage, or personal injury arising out of the sole negligence of the renting organization/responsible party or its employees. This agreement applies to the organization's/responsible party's use of district facilities or any other obligations which the organization/responsible party has arising out of the SSD's premises or operations. It is further understood that the organization/responsible party shall, at the option of the SSD, defend with appropriate legal counsel and shall further bear all costs and expenses, including expenses of counsel in defense of any suit arising hereunder.

**CONDITION OF FACILITY/LIABILITY:** An organization/responsible party will not damage facilities or equipment and will ensure that the facility is cleaned and free from litter at the end of the period of usage. The organization/responsible party will be responsible for the cost of repair or damage and for the cleaning of used spaces and removal of litter caused by the use of the facility. Failure of an organization/responsible party to meet this obligation within thirty (30) days of billing will cause to deny that organization/responsible party further use of school facilities, and may be cause for initiating legal action against the offender.

**PROHIBITED ACTIVITIES:** The use of tobacco in any form, consumption or possession of alcoholic beverages, use of drugs exclusive of legally obtained prescription drugs and over-the-counter medications, use or possession of firearms, use or possession of incendiary devices, knives or other weapons, overnight camping, and gambling. Failure to comply will cause an immediate request to leave the facility and grounds.

**EQUAL OPPORTUNITY COMPLIANT:** All organizations/responsible parties using the SSD facilities shall comply with federal, state and municipal equal opportunity laws and regulations prohibiting discrimination. The organization/responsible party agrees not to discriminate against a qualified individual with a disability. The organization/responsible party agrees to provide a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is equal to that afforded others involved in scheduled event or activity.

**INSURANCE:** It is further understand and agreed that the organization will provide a Certificate of Liability for the aforementioned for any liability arising from or arising out of an occurrence resulting from the activities of staff persons or other persons who supervise or participate in said event and in the amount not less than one million (\$1,000,000) per occurrence. The SSD reserves the right to require additional liability coverage depending on the nature of the scheduled event.

**FAILURE TO SUBMIT A CERTIFICATE OF LIABILITY AT LEAST TEN (10) BUSINESS DAYS PRIOR TO AN EVENT MAY INVALIDATE THE FACILITY USE AGREEMENT.**



Certificate of Liability Attached

**PAYMENT:** Payment in full is due no later than thirty (30) days after the conclusion of the reserved use. Credit cards are not accepted. Checks should be made payable to the "Sherwood School District" and mailed to the SSD Fiscal Services, 23295 Sw Main St, Sherwood, OR 97140. Failure to remit payment in a timely manner will result in denying any future facilities use requests made by organization/responsible party.

**We (the undersigned) agree to be responsible for safeguarding the facilities used and for payment of all charges. We understand the facility fees are NON-REFUNDABLE, except at the Director of Support Services' discretion. We further agree that the school property will be used in accordance with the policies and regulations of Sherwood School District 88J. We hereby acknowledge that we have read, understand and agree to the terms and conditions of this facility use agreement. We have attached the appropriate Certificate of Liability.**

**\*\*IN CASE OF LOCK OUT OR EMERGENCY ON DAY OF USE, PLEASE CALL 971-570-9484 OR 971-563-1099\*\***

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
SSD Support Services Building Coordinator - Facilities Use

\_\_\_\_\_  
Date

**USE COST ESTIMATE (office use only)**

FEES	HOURS	RATE	EST. COST	ACTUAL HRS
Facilities Reserved:		\$	\$	
		\$	\$	
Custodial		\$	\$	
Kitchen Supervision		\$	\$	
Other:		\$	\$	
<b>TOTAL</b>		\$	\$	