

## **Regulations and Fee Schedule for Use of Central Linn School Buildings and Facilities**

1. The area used will be cleaned immediately after the program or event is over or before the start of the next school day, to the satisfaction of the school principal.
2. Any breakage, damage or loss of equipment will be paid for by the person whose name appears on the building use request form and to whom the key is assigned. They are responsible for any damages or misuse of the building, equipment and facility during your assigned time. Further use may be revoked if damage occurs.
3. All tape, nails, screws, staples or other hanging or fastening devices are to be removed immediately at the end of the program or event as part of the clean-up process.
4. Keys may not be loaned or duplicated. Keys will be promptly returned.
5. The use of alcohol or tobacco is prohibited on school premises.
6. Abuse of building, facilities or equipment may result in forfeiture.
7. No-shows and cancellations may result in forfeiture.
8. Deposits are to be paid in full at the time of rental. (The Kitchen, Gym, Fields and Track require a \$50 refundable deposit.) Fees may be reduced or waived at the discretion of Administration.
9. School use takes precedence over private use.
10. Fees collected will be put in a building maintenance fund.
11. Superintendent has the flexibility to enter into partnership agreements with community organizations.
12. Individuals, groups and or organizations must provide the District with proof of liability insurance prior to rental and use of school property.

## DAILY RATES

Five hours or more is considered day rate.

		<u>Not for Profit</u>	<u>For Profit</u>
CLASSROOM		\$ 15.00 5 Hr. Base \$ 2.00 ea. Additional Hour	\$ 30.00 5 Hr. Base \$ 3.00 ea. Additional Hr.
KITCHEN		\$ 25.00	\$ 50.00
CAFETERIA	Under 50	\$ 25.00 District \$ 50.00 Non-District	\$100.00 District \$200.00 Non-District
	Over 50	\$ 50.00 District \$100.00 District	\$200.00 District \$300.00 Non-District
GYM	Under 50	\$ 25.00 District \$ 50.00 Non-District	\$100.00 District \$200.00 Non-District
	Over 50	\$ 50.00 District \$100.00 Non-District	\$200.00 District \$300.00 Non-District
FIELDS		\$ 5.00	\$ 20.00
TRACK		\$ 5.00	\$ 20.00

Rental of the kitchen, gym, fields and track require a \$50 refundable deposit. Fees may be reduced or waived at the discretion of Administration.



**Insurance Certificate Request Form - Use of Facilities**

(541)369-2813 Fax (541) 466-3180

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Insured Name: \_\_\_\_\_

Please issue a certificate of liability insurance, minimum limit \$200,000, to:

Name Central Linn School District

Attn: Susan Beaudin

Mailing Address: 331 E Blakely Avenue

City: Brownsville St: Oregon Zip: 97327

Questions Contact: Celeste Van Cleave Phone #: (541) 369-2813 ext 3223

Please fax to: Susan Beaudin Fax #: (541) 466-3180

Description of Event/Reason for issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Information:

Number of Days: \_\_\_\_\_

Times of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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This form must be returned with the Certificate of Liability of Insurance to the school district.

**CENTRAL LINN SCHOOL DISTRICT**  
**LIABILITY WAIVER AND AGREEMENT**

The undersigned(s) agrees as follows:

1. I am at least 18 years of age/ or my parent (guardian) has legal capacity to understand and sign and be bound by this waiver of liability.
  
2. I understand the potential risks for Central Linn School District associated with holding \_\_\_\_\_ (name of activity).
  
3. I understand and hold harmless from all liability and/or personal injury claims associated with these activities: Central Linn School District, its Board, Officers, employees and agents of the District from liability for any personal injury, death, or property damage that arises out of the activities during these activities even if such injury, death, or property damage is the result of Central Linn School District's negligence.
  
4. I also agree to waive any and all claims against the Central Linn School District directly or indirectly arising out of or in connection with these activities taking place on the District property.

This Liability Waiver and Agreement applies to activities to be held:

Date(s) \_\_\_\_\_ Times \_\_\_\_\_

Building Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Forward Original Signed Waiver to Superintendent's Office