



Riverdale School District 51J

Terry Hoagland, Superintendent
11733 S.W. Breyman Avenue
Portland, Oregon 97219-8409
503.636.8611
503.635.6342 (fax)

Riverdale High School
503.892.0722
503.892.0723 (fax)

Riverdale Grade School
503.636.4511
503.635.7534 (fax)

Facility and Equipment Use Permit Application Cover Letter

Thank you for your interest in our District. The Riverdale School District recognizes that our schools are the hub of the neighborhood and, as such, we are committed to providing a public meeting place for community residents and outside individuals/groups as we are able. The purpose of this packet is reserve room/field space or equipment; place items on the school calendar; and assess fees, if appropriate. This packet is not needed for recreational use of outdoor spaces, including the playground and tennis courts. If lessons are being provided for fee, or the fields are requested for non-school teams, this packet should be completed.

Your packet should contain the following items:

- Cover Letter
- Facility and Equipment Use Application
- Fee Schedule
- Procedures and Expectations for Facility and Equipment Use
- District Calendar

Please complete the entire attached application several weeks/months in advance of the requested date(s). Applications will be considered and approved by building administration for single or routine applications (individuals and small groups) at respective sites and the Business Manager and/or Superintendent for larger, more comprehensive applications (involving businesses, non-profit or other organizations, and colleges or universities). Written notification will be provided to all applicants once a completed application has been filed and processed. Please note that District programs and students receive first priority in all facility use situations.

The application asks for specific leasing information. Please be as detailed as possible when completing all sections. If the applicant is from an organization, please include the name, signature, phone number and address of the individual authorizing and responsible for payment. Be sure and provide appropriate signatures on the bottom of the form and on the reverse of the page where "Terms and Conditions" are explained.

All applicants should also complete the "Fee Schedule," including their classification as an applicant and all appropriate fees. Some applicants will be exempt from fees and others may request waivers for some of the listed fee categories. See the Fee Schedule for complete details. Requests for waivers must be made in writing and included with the original application. Waivers should include the specific dollar amount requested to be waived (only some categories are eligible for waivers), as well as a rationale for waiver request. All waivers will be considered and granted by District administration, and applicants will be notified in writing of the outcome. Applicants requesting waivers should still complete the entire fee schedule with all applicable fees and submit the appropriate deposit. Refunds will be provided in the event a waiver is granted. All applicants must sign and date the "Fee Schedule."

Please read the "Terms and Conditions" on the back of the application carefully; complete all requested information; and sign the appropriate sections of all forms before submitting them to the appropriate building for processing. Failure to do so will result in the return of the application and may delay notification and leasing.

If you have questions regarding the facility use process, please contact the Grade School (503.636.4511) or High School (503.892.0722) offices, or the Riverdale School District Business Office (503.636.8611). Again, thank you for your interest in Riverdale schools. We look forward with working with you.

Riverdale School District
 11733 SW Breyman Ave.
 Portland, OR 97219
 503.636.8611 (District Office)
 503.636.4511 (Grade School)
 503.892.0722 (High School)

Facility and Equipment Use Application

All users of District property must complete this application.

For Office Use

Date Received:
 Deposit Enclosed:
 On Calendar:
 Applicant Notified:

TO BE COMPLETED BY APPLICANT	
The undersigned hereby makes application to use Riverdale School District 51J property and/ or equipment as specified below:	School (circle one): Grade School / High School
Name: Address (include street address with PO box): Phone number(s):	Expected number of people in attendance:
To be held (circle one): One time only Multiple days in week Weekly Monthly Other (please specify):	Day or days of the week and dates: <hr/> If continuous, provide Beginning date: _____ Ending date: _____ Hours (circle am or pm, as appropriate): Beginning time: _____ am / pm Ending time: _____ am / pm
Type of Activity (please circle one): Student Adult Both Description of activity: Will food or drink be served or sold (please circle one)? Yes No (See reverse for more information.)	
Rooms / Equipment requested (indicate all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Computer Lab <input type="checkbox"/> Conference Room <input type="checkbox"/> Gym <input type="checkbox"/> Field <input type="checkbox"/> Library <input type="checkbox"/> Music Room <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Maverick Room (meeting room with eating areas, HS only) <input type="checkbox"/> Kitchen (HS only) Indicate if multiple rooms are requested (i.e. "5 classrooms") or other special needs: <input type="checkbox"/> Equipment (See Fee Schedule for more information). Please specify:	
Payment Information: Individual / Organization responsible for payment (circle one): Applicant Other If "Other," please provide the following: Name: _____ Position: _____ Organization address(include street address with PO box): Business phone and fax numbers: Responsible party's signature: _____ Date: _____ (Note: By signing above, the responsible party agrees to pay any and all charges associated with facility and equipment use at Riverdale School District, including additional charges that may result from over-time charges or loss or damage to property.)	
Applicant Checklist: <input type="checkbox"/> Completed "Facility and Equipment Use Application" with appropriate signatures. <input type="checkbox"/> Completed AND attached "Fee Schedule Worksheet." Fee waiver request or other communications attached. <input type="checkbox"/> 50% deposit included as indicated on Fee Schedule, Check #: _____ <input type="checkbox"/> Read and agreed to all "Terms and Conditions," located on the back of Application, as indicated by signature. <input type="checkbox"/> Made a copy of all materials for self and submitted original Application and Fee Schedule to the appropriate school site. Applicant's signature: _____ Date: _____	

Terms and Conditions

- The applicant agrees to be responsible for the conduct of the audience and participants in and about the building and for any damage¹ beyond ordinary wear and tear which may occur to school property incident to occupancy and/or use thereof, and the applicant also hereby agrees to defend, indemnify and hold harmless the Riverdale School District from any and all claims, loss, or damage rising out of the use of the building covered by this application. The applicant further agrees that the school property will be used in accordance with Riverdale School District rules and School Board policies. The applicant understands and agrees that he/she will follow all federal, state and municipal equal opportunity laws and regulations regarding discrimination. Note that smoking, or the use of any drug, alcohol, or tobacco products, is prohibited on all Riverdale School District property, including buildings and outdoor areas.
- The applicant agrees to adhere to the federal and state OSHA standards pertaining to bloodborne pathogens and any necessary clean-up of blood or other body fluids that may result from accident or injury.
- The Riverdale School District expects applicants to carry the appropriate level of insurance to protect program participants as well as District property and equipment. The Riverdale School District reserves the right to require proof of liability insurance which covers the applicant, the applicant's activities, and includes the Riverdale School District as an additional name insured. Any claims arising as a result of this contract will be made to the applicant's insurance company.
- The applicant or responsible party agrees to pay a 50% deposit with the application submission and the remaining 50% of cost (with any additional amounts for time, damage or other adjustments) within 30 days of receiving appropriate District billing. Failure to pay in full will result in denial of future use for applicant and associated individuals, groups or organizations, as well as a referral to a collections agency.
- Eating, drinking or selling food is allowed only with explicit, prior permission. This must be indicated on the application. Any food handling and preparation must comply with Multnomah County Health Department guidelines (call 503.988.3816 for more information).
- Applicant agrees to leave premises in condition found or better. An additional fee (based on current custodial salary and benefits figures) may be applied for room, building, field or parking lot clean-up.
- If the property or equipment will not be used on the date requested, the appropriate school office must be notified at least 48 hours prior to the scheduled event. Failure to provide this 48 hour "Notification of Cancellation" will result in a forfeiture of the 50% deposit. Likewise, the District retains the right to revoke the lease of any applicant with a 48 hour notice and refund of the 50% deposit.
- Applicant understands and agrees that facility and equipment use is restricted to the times indicated on the application. Any extensions will need approval by building or District administration and will result in additional fees that will be included on billing statement.

The undersigned agrees to abide by and follow all Terms and Conditions as outlined above.

Applicant's signature

Date

Responsible party's signature, if different than Applicant

Date

¹ Applicants shall be fully responsible for the physical condition in which they leave the facility. Applicants will be expected to make restitution for any damage incurred during use of the facility. The expense resulting from any damage or undue maintenance costs shall be charged to the applicant or responsible party. Failure of the applicant or responsible party to meet this obligation within 30 days of billing will be cause for denying the applicant (and associated individuals, groups or organizations) further use of school facilities and may be cause for initiating legal action against the alleged offender. In the event of any suit or action under this agreement, the leasing applicant or responsible party agrees to pay such additional sum(s) as the court may determine reasonable to be allowed plaintiff therein for legal fees and, if any appeal is taken in any such suit or action, such further steps as the appellate court may deem reasonable as plaintiff's attorney's fees on such appeal.

Riverdale School District
 11733 SW Breyman Ave.
 Portland, OR 97219
 503.636.8611 (District Office)
 503.636.4511 (Grade School)
 503.892.0722 (High School)

Facility and Equipment Use Fee Schedule

All users of District property must complete this application.

For Office Use
 Date Received:
 Deposit Enclosed:
 On Calendar:
 Applicant Notified:

Step One: Indicate Applicant's classification

Exempt from fees (Please sign the end of this form and return with application):

- School District Activity (school-sponsored activity for students or parents, school parent-sponsored programs)
- Civic and Service Use (County, City or State forums or public meetings; community organizations with civic or service natures [volunteer groups or Homeowners Associations]; or Scouting groups only)

Fees Charged (Please complete the remainder of the form):

- Individual, family or group activity or program
- Non-profit or other groups not included in the above categories
- Schools, colleges or universities (not associated with Riverdale School District)
- Any for-profit individual or group (any paid staff designates a for-profit group)

Step Two: Complete the following worksheet to determine fees. Note: These are estimated and will be adjusted by District staff to reflect actual costs, as needed. Complete even if waivers are requested.

PERSONNEL (These fees are required outside of school hours. See below:)							
(Custodian/Building Monitor— Must be on duty when building is in use outside of normal school hours: before 8:00 a.m. and after 9:00 p.m. M-F; non-school days; all weekends; and all school holidays. There is a two-hour minimum time requirement; however, the times listed must be inclusive of the entire activity or program. Remember to calculate a half hour before and after the activity for opening and closing the facility (i.e. a four hour, Saturday activity requires five hours of Custodial time). After the two hour minimum, time must be in at least half hour increments.)							
(Cafeteria/Food Workers— Cafeteria workers or others with a food handling license are required for food distribution at all times during school hours and outside of school hours. Please contact Chartwells, the District's independently-contracted food service provider, to make individual time/financial arrangements.)							
(Other educational or technical support— Please contact the District Office for additional information.)							
	Days of Use	X	Hours of Use	X	Fee per Hour	=	Total
Custodian		X		X	\$40.00		
Subtotal						=	
EQUIPMENT (Includes major mechanical and specialized equipment like TVs, disc players, computers, sound systems, pianos, and the like). Fees may be waived with District administration approval.							
	Days of Use	X	Hours of Use	X	Fee per Hour	=	Total
List equipment needs. (Note: To calculate costs, please apply a \$5/per hour fee to each item requested. Costs should be calculated for the full length of the activity or program):							
1.	1.	X	1.	X	1. \$5	=	1.
2.	2.	X	2.	X	2. \$5	=	2.
3.	3.	X	3.	X	3. \$5	=	3.
4.	4.	X	4.	X	4. \$5	=	4.
5.	5.	X	5.	X	5. \$5	=	5.
6.	6.	X	6.	X	6. \$5	=	6.
7.	7.	X	7.	X	7. \$5	=	7.
Subtotal						=	

ROOM CHARGE. Fees may be waived with District administration approval.

	Days of Use	X	Hours of Use	X	Fee per Hour	=	Total
1. Classroom	1.	X		X	\$30.00		
2. Computer Lab	2.	X		X	\$65.00		
3. Conference Room	3.	X		X	\$30.00		
4. Gym	4.	X		X	\$75.00		
5. Field (or portion thereof)	5.	X		X	\$50.00		
6. Library	6.	X		X	\$65.00		
7. Music Room	7.	X		X	\$50.00		
8. Parking Lot	8.	X		X	N/A		
9. Tennis Court	9.	X		X	\$20.00		
10. Other, please specify:	10.	X		X	TBD		
Subtotal							
Total of all categories							
50% of Total: _____	<input type="checkbox"/> Please include a check for this amount along with the completed application and fee schedule made payable to the Riverdale School District. This amount is refundable with a written Notification of Cancellation within 48 hours of the scheduled event.						

Note that fees and schedules are subject to change. The undersigned agrees to pay all associated costs as reflected on the final billing statement.

Applicant's signature: _____

Address, phone number: _____

Date: _____

Responsible party's signature, if different than Applicant: _____

Address, phone number: _____

Date: _____

Please submit forms to the appropriate school:

Riverdale Grade School
 11733 SW Breyman Avenue
 Portland, OR 97219
 503.636.4511 (office)
 503.635.7534 (fax)

Riverdale High School
 9727 SW Terwilliger Blvd.
 Portland, OR 97219
 503.892.0722 (office)
 503.892.0723 (fax)

For Office Use

Application and Fee Schedule *Approved as submitted.*

Application and Fee Schedule *Approved pending changes:* Cost Adjusted to: _____

Application and Fee Schedule *Not Approved.*

 Building Principal Date

 Business Manager/ Superintendent Date



Riverdale School District 51J

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Procedures and Expectations for Facility/Equipment Use

1. Facility use applications must be approved by respective building or District Office administration as indicated on the Application cover letter. Applicants will be allowed to use facilities and/or equipment only after approval of the completed "Facility and Equipment Use Application" and a 50% deposit.
2. Facility use Applications should be submitted to building or District Office administration as early as possible with at least four weeks provided for processing. Note that approved Applications are only good for the areas, custodial support, equipment and times specifically included on the Application.
3. The District requires at least a 48 hour "Notification of Cancellation." See the "Terms and Conditions" section of the application for more information.
4. Applicants are responsible for assuring proper supervision. Minors must be supervised by one or more adults at all times while on school property, including drop off and pick up times. With the exception of restrooms, all participants should only be in areas specifically included in the Application. For the safety of all participants, fire evacuation and other emergency procedures should be reviewed at the on-set of each event.
5. Custodial or other employee services are provided only if specified and approved as part of the Application process.
6. Special set-up requests need to be specified and approved as part of the Application process. Applicants are encouraged to include additional written information/schematics for any special requests.
7. Applicants should provide their own equipment, unless specified on the Application and Fee Schedule.
8. Many groups use our buildings—often simultaneously; it is expected that noise, music, etc. will be appropriate for the school facility and will not unduly interfere with others' programs.
9. Black-soled shoes or soccer cleats must not be worn in the gym. Bicycles, rollerblades, scooters, and skateboards are also not permitted on the school grounds or in buildings. Food, beverages and gum are not allowed in the gym. If the applicant plans to have, sell or serve food or beverages, this must be included and approved as part of the Application process.
10. Damage, vandalism, or excessive garbage or mess from any program participants may result in cancellation of the lease, and applicants will be charged for appropriate clean-up and/or repair.
11. To avoid conflicts with other groups, it is important to adhere to scheduled beginning and ending times as specified on the Application. Extensions in time will result in increased charges for all categories that apply on the Fee Schedule.
12. If you have an after hours or weekend activity planned, please call the school office two to three days in advance to confirm plans, special set-ups, building access (Custodian or monitor) and the like.

Please request Applications, submit cancellations, or direct specific building questions to the Grade School (503.636.4511) or High School (503.892.0722) offices. You may address billing or other questions to the Riverdale School District Business Office (503.636.8611).