



**Bethel School District
Facilities Use Agreement**

Date: _____

Name of Responsible Party: _____ Group Represented: _____

Contact information: phone/address: _____

Description of Program:

Facility requested (building(s) / room(s) / facilities):

Schedule of Use:

Period of Use:

The Responsible Party (event sponsor, head of event, supervisor of group, etc.) is responsible for all participants, including guests and others related to the event that may be in the building or athletic fields. Groups using the District facilities, including fields, are responsible for any damage or other expenses. Any cost, due to damage, vandalism, or other unknown costs will be the responsibility of the group. The Responsible Party is required to meet the following expectations as outlined below. **A required facility orientation/training will be provided annually to all user groups.**

Please initial that you have read, understand, and agree to comply with each statement.

Supervision

_____ Attend required orientation/training related to facility use. Date: _____

_____ Attend all sponsored events.

_____ Supervise all participants including guests and others related to my event and contain/limit them to the reserved area.

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- _____ Do not allow unattended outside doors to be propped open, or allow any attendee to circumvent building security.
- _____ No use or possession of alcoholic beverages or illegal/illicit drugs in or around school property.
- _____ No use of tobacco products, or inhalant delivery systems in or around school buildings or on school property.
- _____ Monitor the policy of no possession of guns or weapons in any school building or on school property.
- _____ At the request of district personnel, immediately remove any organization staff, volunteer, or attendee from district property where the District, in its sole discretion, determines that removal of that individual is in the District's best interest.
- _____ Ensure participants have exited the building and school fields at the end of your event.

Accessibility

- _____ **Willamette High School Only.** The wrestling deck (upper level) of the main gym can only be accessed by stairs. No public events may be held on the wrestling deck (upper level) of the main gym. The wrestling deck of the main gym is only available for student athletic practices, which Bethel School District defines as "the scheduled times that student athletes and coaches practice and does not include visiting players/teams for games or scrimmage." Any athletic practice involving a student athlete with mobility impairment will be moved to an accessible location.
- _____ Ensure no fire doors or exit paths are blocked and maintain a safe environment for occupants.
- _____ If there are questions or concerns about accessibility at the event, you as the Responsible Party are charged with ensuring all accessibility accommodations are met. If you or others have questions or concerns about accessibility of a facility, please contact Bethel School District Assistant Superintendent Remie Calalang at remie.calalang@bethel.k12.or.us or 541-689-3280 ext.2101. Complaints regarding facility accessibility may also be directed to the Assistant Superintendent.
- _____ Any event open to the public must be accessible or the event cannot be held at the venue. If a public event is inadvertently scheduled in an inaccessible facility, the event must be cancelled and rescheduled in an accessible facility.

Care of Facilities/Equipment

- _____ Report any vandalism or facilities misuse to Bethel School District Maintenance Supervisor Skylar Fairchild at 541-914-1045. If, upon sight, something looks damaged prior to your group's use, report it immediately or assume responsibility for the damage.
- _____ Leave all rooms, equipment, and supplies in the same or better condition when finished with use.
This includes:
 - Checking areas used and deposit any trash/recycling in collection containers.

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- Keeping any items of value that are left by the group and make arrangements for the items to be picked up.
- Returning furnishings, equipment, and supplies to their original locations.
- Checking restrooms used by the group for obvious issues and tidying up prior to leaving.
- Ensuring non-automatic lights are off.
- Ensuring all doors are locked and secure and the alarm is set if required.

_____ Do not share building keys, access cards, or security codes.

_____ Pay applicable fees if the area used is not returned to ready-to-use condition.

_____ The administration will assess any additional charges incurred by the District when district personnel or those acting on behalf of the District must respond to the facility as a result of School Facility Use. Charges assessed will be actual charges and may include processing fees. Examples include, but are not limited to, failure to properly alarm and/or secure the facility.

Student-centered events

_____ I certify that the event I am renting Bethel School District space for IS NOT a student event, meaning that groups of students will not be gathering as part of this event.

_____ This event is not taking place during school hours OR when students and staff are typically present in the building; and that the space is available.

Special Accommodation Statement

_____ I certify that the information about the availability of reasonable accommodations of a person with a disability will be included in all publicity announcements for the event scheduled including contact information to request accommodations.

Sample accessibility statement:

_____ *(organization name) does not discriminate or harass individuals or groups and prohibits discrimination or harassment in any education program or activity on the basis of perceived or actual race, religion, color, citizenship, national or ethnic origin, mental or physical disability, pregnancy, familial status, economic status, veteran's status or genetic information, gender or gender expression, parental or marital status, sex, sexual orientation in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.*

_____ Your organization is required to provide reasonable accommodations to enable a person with a disability to take advantage of or participate in this program, if such accommodations are requested. Your organization is also responsible to publicize the availability of reasonable accommodation in all public announcements for your event.

Reporting Requirements for Suspected Sexual Conduct with Students

_____ Any District employee, contractor, agent, or volunteer who has reasonable cause to believe

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that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall ***immediately*** report (District phone number **541-689-3280**) such suspected sexual conduct to Bethel School District Assistant Superintendent Remie Calalang.

Required notifications and policies

_____ I received a copy of the Notice: Use of School Facilities and Accessibility

_____ I have read Bethel School District policy **AC** (anti-discrimination policy) and agree to uphold these requirements.

_____ I have read Bethel School District policy **GBNAA/JHFF** (Suspected Sexual Conduct with Students and Reporting Requirements) and agree to uphold these requirements.

Additional Resources

_____ District policies can be found at <https://www.bethel.k12.or.us/about/school-board/district-policies/>

I certify that I have read the *Facilities Use Agreement* for Bethel School District and agree to abide by it fully. We hereby accept responsibility for any injury to any individual or for the loss of/or damage to property of any individual incurred in relation to the events listed above. I agree to follow all the guidelines as identified.

_____ A Certificate of Insurance naming the District as a covered party has been provided with this agreement that covers the rental period requested. I understand that this agreement will not be approved by the District until my insurance coverage can be confirmed by the District.

Signature of User or User’s Authorized Representative: _____

Printed Name of Authorized Representative: _____

Date _____

Bethel School District

Facilities Use Charge:

Additional charges may be assessed, based on Administrative Rule ECAA (incorporated into this agreement), for costs that fall outside the space rental. See the section titled “Additional Charges” for further guidance.

Signature of Bethel Authorized Representative: _____

Printed Name of Authorized Representative: _____

Date: _____

ECAA. USE OF SCHOOL FACILITIES

Use of Bethel School District facilities are classified as follows:

- CLASS I: SCHOOL/DISTRICT ACTIVITIES**
- A. School sponsored activities for students.
 - B. School sponsored activities for parents.
 - C. School sponsored organizations and groups.
 - D. District approved non-profit community organization sponsored programs serving children/families (except those events with a primary purpose of fund raising – see Class II).
- CLASS II: RECREATIONAL AND EDUCATIONAL PROGRAMS**
- A. Adult education classes sponsored by District
 - B. City parks, recreation, and other programs as agreed to in separate agreements
 - C. Meetings sponsored by the city, county, state, federal or other public agencies/officials
 - D. District approved non-profit community organization sponsored programs and events serving children/families with a primary purpose of fundraising.
- CLASS III: CIVIC CLUBS AND ORGANIZATIONS MADE UP OF PATRONS RESIDING WITHIN THE BETHEL SCHOOL DISTRICT**
- A. Community organizations of a civic or service nature.
 - B. Church sponsored activities.
 - C. Groups or teams from within the District.
 - D. Adult groups from within the District.
 - E. Groups that benefit the District.
- CLASS IV: PRIVATE INTEREST GROUPS**
- A. Out of District Groups.
 - B. Profit making organizations.
 - C. Any group (not covered under Class I, II, or III) which charges admission or accepts donations which exceed the cost of their program or meeting; or whose proceeds, exceeding costs, are not donated to a charity or nonprofit group other than the hosting group (i.e., groups using facilities may make a profit, if that profit is then donated to some other charitable organization or nonprofit group).

GENERAL RULES

1. Equal opportunity is given for use of facilities with first priority given to Class I, followed by II, III and IV if there is a conflict.
2. The District will manage the equitable scheduling of all gyms and fields for third-party youth sports and activity providers. district athletics and activities will take precedence over third-party use requests, and district staff will confirm district use schedules prior to approving use by other organizations.
3. Groups will not be admitted until their scheduled time and until a supervisor is present.
4. Security system numbers are not to be given by anyone to persons not on the staff or to family members for their private use of facilities, nor are keys to be given out without the Superintendent's or designee's approval.

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5. Alcoholic beverages, tobacco, and illegal drugs in any form are prohibited, and such use would mean future loss of the opportunity to use the facilities.
6. The District reserves the right to require police supervision or private security of facilities if it so deems; expenses to be paid by renter.
7. All users of district facilities must comply with all federal and state regulations related to equal opportunity and non-discrimination. Questions or concerns can be directed to the Bethel School District Assistant Superintendent by calling the District Office at 541-689-3280. No individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the District, or be subjected to discrimination because a facility is inaccessible or unusable.
8. All users of district facilities must comply with all restrictions placed on the facility by the fire marshal.
9. All payments for use of facilities shall be made to Bethel School District prior to date of use. All fees assessed are due upon approval of application.
10. A Facility Use Application must be completed for each time or series of times that a facility is requested and approval must be given prior to use. A copy of the form must be sent to the District Office, with payment of fee attached.
11. Proof of insurance is required prior to use of district facilities.
12. Additional charges (*), will be assessed by the District as appropriate.

CHARGE CHART

**BETHEL SCHOOL DISTRICT
USE OF SCHOOL FACILITIES**

	CLASS I	CLASS II	CLASS III	CLASS IV
CLASSROOMS	\$6/hr	\$20/hr	\$22/hr plus 1, 2, 4 & 5	\$43/hr plus 1, 2, 4 & 5
SPECIALIZED CLASSROOMS (Computer lab, sciencelab, band, library, etc.)	\$8/hr	\$24/hr	\$30/hr plus 1, 2, 4, & 5	\$59/hr plus 1, 2, 4 & 5
CAFETERIAS	\$7/hr	\$22/hr	\$30/hr plus 1, 2, 3, 4 & 5	\$76/hr plus 1, 2, 3, 4 & 5
KITCHENS	\$13/hr plus 3	\$38/hr plus 3	\$54/hr plus 1, 2, 3, 4 & 5	\$86/hr plus 1, 2, 3, 4 & 5
HIGH SCHOOL AUDITORIUM	\$29/hr	\$86/hr plus 1, 2, 4 & 5	\$119/hr plus 1, 2, 4 & 5	\$151/hr plus 1, 2, 4 & 5
HIGH SCHOOL LECTURE HALL	\$14/hr	\$43/hr plus 1, 2, 4 & 5	\$54/hr plus 1, 2, 4 & 5	\$65/hr plus 1, 2, 4 & 5

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	CLASS I	CLASS II	CLASS III	CLASS IV
FIELDS	\$6/hr	\$20/hr plus 4	\$30 - \$86/hr plus 4	\$30 - \$86/hr plus 4 & 5
ELEMENTARY GYM	\$7/hr	\$22/hr	\$30/hr plus 1, 2 & 4	\$59/hr plus 1, 2, 4 & 5
MID SCHOOLGYM	\$9/hr	\$27/hr	\$32 - \$59/hr plus 1, 2, 4 & 5	\$32 - \$70/hr plus 1, 2, 4 & 5
K-8 SCHOOLGYM	\$9/hr	\$27/hr	\$32 - \$59/hr plus 1, 2, 4 & 5	\$32 - \$70/hr plus 1, 2, 4 & 5
HIGH SCHOOL GYM	\$11/hr	\$32/hr	\$32 - \$70/hr plus 1, 2, 4 & 5	\$32 - \$80/hr plus 1, 2, 4 & 5
PARKING LOTS	\$14/hr	\$43/hr plus 2 & 5	\$81/hr plus 2 & 5	\$108/hr plus 2 & 5

***ADDITIONAL CHARGES**

1. \$43/hour for supervisor, if assigned.
2. \$50/hour for custodial cleanup time beyond regular hours or weekends.
3. \$43/hour for Nutrition Supervisor or designee. Use of kitchen appliances may be restricted.
4. \$59/hour for maintenance and/or field or building setup, plus cost of material and closure if required.
5. Total charges will be as above, or 10% of gate receipts, whichever is greater.
6. User will be required to reimburse the District for any damage to district property, assessed at replacement cost to the District.
7. The District may assess additional appropriate energy charges in excess of those already indicated, or to rent the facilities without heat or cooling.
8. Fees may be charged to reimburse the District for equipment maintenance and supplies.
9. The administration will assess any additional charges incurred by the District when district personnel or those acting on behalf of the District must respond to the facility as a result of School Facility Use. Charges assessed will be actual charges and may include processing fees. Examples include, but are not limited to, failure to properly alarm and/or secure the facility.