

**JACKSON COUNTY SCHOOL DISTRICT 5
APPLICATION AND CONTRACT FOR USE OF DISTRICT FACILITY USE**

Application must be received no less than 10 working days prior to event for application consideration.
Please make check payable to Ashland School District.
Payment must be provided no later than 5 business days prior to the event.

Name of Organization, Group, or Individual _____
 Contact Person _____
 Address _____
 Phone #s _____ E-mail _____
 ACTIVITY _____

SCHOOL	LOCATION
<input type="checkbox"/> Ashland High School	<input type="checkbox"/> Commons <input type="checkbox"/> Classroom (Standard)
<input type="checkbox"/> Ashland Middle School	<input type="checkbox"/> Library <input type="checkbox"/> Field/Track
<input type="checkbox"/> Bellview Elementary	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Weight Room
<input type="checkbox"/> Helman Elementary	<input type="checkbox"/> Stadium
<input type="checkbox"/> Walker Elementary	

BUILDINGS CLOSURES:	DATE/s Requested for Use	TIME/s Requested for Use
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Buildings are closed on a rotating basis for major cleaning and maintenance during the following times:
July 1 – July 31
Winter Break
Spring Break

Start Date: _____
 End Date: _____

Time In: _____
 Time Out: _____

AGREEMENT AND INSURANCE

1. The applicant agrees to exercise the utmost care in the use of school facilities and property, and to assume all liability for damage to the buildings, contents, and/or grounds. The applicant further agrees to hold Jackson County School District 5 (District) harmless against and from any and all claims, actions, damages, or liabilities, including reasonable attorney's fees, arising out of or connected with applicant's use of said facilities.
2. The applicant further agrees to reimburse Jackson County School District 5 for any damages arising from the applicant's use of, or in any manner relating or incidental to use of said facilities.
3. The District does not maintain insurance for claims against the applicant arising from use of facilities by the applicant, its members, or those attending the event. **The District requires a Certificate of Liability Insurance in a designated amount of \$1,000,000.00 with Jackson County School District #5 named as additional insured.**
4. Fees must be paid in full upon approval of application and receipt of invoice.

5. Cancellation of room use must be made at least 3 business days prior to use in order to qualify for a refund minus a \$25.00 cancellation fee.
6. The Board supports the community education concept, which encourages the use of school district buildings and facilities for education, recreation and service activities. The applicant understands that ASD programs have priority over building use and this application may be subject to change due to a school sponsored event. In this situation the applicant will be credited the loss of hours for use at a later date.
7. As a representative of the applicant above, the undersigned agrees to the conditions of use as set forth by School Board Policy KG, and KG-AR, and agrees to comply with the rules listed on this application.
 - REQUIRED CERTIFICATE OF INSURANCE RECEIVED** – No Approval without Certificate on file prior to event.
 - PROOF OF 501c3 Nonprofit Organization**

Total Estimated Fee = _____

Building and Facility Use Application Process

- An application for facility use must be completed by the requesting group, department, or individual. Please send application form to: **Ashland School District, Attention: District Facility Use, 885 Siskiyou Boulevard, Ashland, OR 97520** or it can be emailed to Facilities@ashland.k12.or.us
- The application must be received no less than 10 business days prior to the event for consideration
- A “Certificate of Liability Insurance” listing **Jackson County School District 5**, as an additional insured with a minimum amount of \$1,000,000. The “Certificate of Liability Insurance” is to be submitted with the **Facility Use Application** and is a condition for application approval.
- Cancellation of room use must be made at least 3 business days prior to use in order to qualify for a refund minus a \$25.00 cancellation fee. Arrangements can also be made in lieu of refund to re-schedule your event at another time during the current school year.
- Applications for building use are subject to approval by the Superintendent or Superintendent Designee.
- A confirmation email will be sent to each registering applicant giving notice of approval or disapproval for use.

Formulation of Rental Fee Charges

- Rental fees are based on “User Group Classifications” A or B.
 - Class A User Rate**
 - **Government Agency**
 - **Non-Profit Organization (verified by IRS determination letter)**
 - Class B User Rate**
 - **Private**
 - **Commercial**
- The base facility rental fees do not include the following:
 - Additional heating or cooling outside of the normal school schedule or school calendar
 - Additional custodial supplies
 - Custodial Hours / Additional Staff Charges
- Ashland School District prohibits private off-site use/rental of District equipment including bleachers, chairs and tables.

Signature of Applicant _____ Date _____

Signature of Superintendent or Designee _____ Date _____

Approved for Use Not Approved for Use