

YAMHILL CARLTON SCHOOL DISTRICT

120 N. Larch Place - Yamhill, OR 97148 | PH: 503-852-6980 - FX: 503-662-4931 | www.ycsd.k12.or.us

Facility Rental Application

- 1) Complete one form for each school / site requested.
 - 2) Return completed forms to the facility rental office 15 working days prior to the event.
 - 3) Complete all of Part I, read and sign Part II Facility Regulations.
 - 4) Sign, date, and send application to Yamhill Carlton School District. You will be sent the invoice separately.
- After Hours Emergency Contact: (541) 605-9098. No events before 5:00 pm on school days or teacher workdays

PART 1

School/Site Requested: _____
Contact Person(s): _____
Name of Organization: _____ Non-Profit Tax ID #: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Home/Cell Phone: _____ Email: _____
Purpose for use of space/describe event in detail: _____

Space Requested:

- Classroom YCHS Gym YCIS Gym Cafeteria Tiger Dome YCIS Library YCHS Library Football Field
 Soccer Field Baseball Field Parking Lot Courtyard YCES Library Other

Space Requested	Day(s) Week (M-Su)	Beginning Date	Ending Date	Set Up Start Time	Take Down End Time	Total Hours

Equipment Requested (be specific):

Number of participants and spectators: Adults _____ Children _____

Do you have liability insurance? Yes (attach a certificate of insurance naming Yamhill Carlton School District an additional insured).

No—visit this link to acquire the insurance:

<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

Scroll down to "Or search for your Venue" and type in "Yamhill-Carlton" and select "Oregon School Boards Association—Property Casualty for Education (PACE) - YCSD 1". Proceed by filling out the rest in order to purchase temporary insurance.

PART 2

1. A completed application must be submitted to the YC School District office 15 working days in advance of the proposed event. Hours of operation are 8:00-4:00 pm, Monday-Friday. The application must be completed in full and returned to the Yamhill Carlton District Office. The applicant will be responsible for payment for rental fees and school personnel except in the case of security officers who are to be paid directly.
2. Every non-school related group using a school facility must complete an application. There may be no advertisement or usage of the school property until **written authority** is given. No flyers, placards or signs are to be placed on school property except during the times the actual event is taking place.
3. YC District Office will determine availability of the particular site and whether an application is approved or denied; however, permission to use school facilities shall not be based on the viewpoint or message of the applicant group. This contract may be canceled by the Superintendent or designee at their discretion. No events involving non-school related groups will be scheduled prior to 5:00 pm on school days or teacher workdays.
4. Applications may not be transferred from one group to another. Cancellations must be made at least 72 hours prior to the scheduled event.
5. **Applicants are to submit to YC School District a Certificate of Insurance evidencing liability insurance in an amount of not less than \$500,000 per occurrence combined single limit, within 5 working days prior to use of the facility. The Certificate of Insurance must identify Yamhill Carlton School District as certificate holder and additional insured with respect to the event for which this application is being submitted.** Failure to do so will risk cancellation of this request. Insurance will not be required for events that hold under 5 people. Your signature on this form will serve as a contract.
6. A school custodian/representative shall be on duty when the facility is open for use. He/she will be responsible to the school system. The renting party will follow his/her directions on appropriate use of facilities.
7. **All activities must have appropriate adult supervision. The user will assume full responsibility for payment of damages to facilities and/or school owned equipment that occurs during use (with or without insurance).**
8. Only school furniture provided at a particular facility may be used. The user renting the facility may rearrange furniture with prior approval of the principal/ designee. **The user must return moved furniture and equipment to its proper location.**
9. **Use of tobacco, marijuana or vape pens is prohibited;** no visitor shall be permitted under any circumstances to use these products in or on the grounds of any Yamhill Carlton School District property. The use of open flames, and alcoholic beverages is prohibited. Absolutely no weapons of any kind are allowed on the premises. Gambling is also prohibited. Unreasonably loud or disturbing noise is prohibited: Noise which is substantially incompatible with the time and location or which is perceived as interrupting the normal peace and calm of the area. This includes amplified sound or a public address system.
10. Concession rights will be reserved for the school when facilities are used. The principal may waive this right to the applicant.
11. Fields can not be used during inclement weather or at other inappropriate times.
12. In the event of an emergency, principals are authorized to use their discretion for cancellation of events, (ex. inclement weather). *****If the schools are closed due to weather, emergency, etc., all events and rentals are canceled until schools are officially reopened.*****
13. The applicant agrees to indemnify and hold harmless the Yamhill Carlton School District Board of Education, and all their officers, employees, and agents from any and all claims, demands, suits, causes of action, or judgments any person had, now has, or may have in the future against the event which is subject to this agreement. **Yamhill Carlton School District assumes no liability for personal injury suffered by reason of the use of such school property pursuant to the facility use agreement.**

I have read and agree to abide by the rules and regulations governing facility use in the Yamhill Carlton School District.

I agree to cover any damages caused from the event.

Renter's Signature:

Date:
