FACILITY USE

Community groups are permitted and encouraged to use district facilities for worthwhile purposes when such use does not interfere with district programs. Please thoroughly read the responsibilities on using building and grounds (on the second page of the facility use form), as well as Board Policies found on the Banks School District website (Policies KG, KG-AR) https://www.banks.k12.or.us/elementor-1768/.

Facility use approval process:http://www.bankssd.org/board-policies.html

- ☐ Submit form via email to Ben Buchanan at benb@banks.k12.or.us or to the Banks High School office 5 days prior to the event.
- ☐ Present/Email Certificate of Insurance with a minimum of $1,000,000 in liability coverage. Certificate of Insurance must include the following before it can be considered:
  - ☐ Banks School District #13 must be listed as additional insured by name.
  - ☐ Groups involving youth, must proved verification of $1,000,000 sexual abuse/molestation liability coverage.
- ☐ Once all paperwork is received, the application will be reviewed and either approved or denied.
- ☐ You will be emailed a copy of the form with an estimate of the cost.

A couple of things to keep in mind while filling out the Facility Use Form:

- Priority will be given to school and district events, then to in season (sporting) events, before out of season requests. We will do our best to give you as much advance notice as possible if there are schedule changes.
- All facility use requests are by season, you must fill out a form for each season you are requesting. Forms will not be reviewed until the month prior to the season. Fall (August), Winter (December), Spring (March), Summer (May). You will be billed according to this schedule.
  - Fall Season - August 15 (or start of OSAA season) - December
  - Winter Season - January - March
  - Spring Season - April - June 15 (or end of School year)
  - Summer Season - June 15 - August 15 (or start of OSAA season)
- Facility use requests that extend more than 1 week or less than 6 weeks into the previous or next season will be prorated.
- Please carefully review which category your group is in for billing purposes. (Details in policy KG-AR)
- Please note clearly on the form if you need a custodian to access the building. Any time the custodian comes out on a weekend. There is a 2 hour minimum custodial fee that will be billed to your organization.
- Please note clearly if you will need the custodian to be onsite during the event. Custodial costs will be billed to the organization.
- If you need to use the kitchen, a Sodexo food service worker must be present for the entire event. The organization will be responsible for the cost.

For questions regarding facilities, please contact: Ben Buchanan at 503-324-2281 or benb@banks.k12.or.us. For questions regarding fees, please contact: Dustin Geddes at 503-324-8591 or dusting@banks.k12.or.us.

BANKS SCHOOL DISTRICT FACILITY USE FEE SCHEDULE

2024-25

Fees are per season. Please see board policy for determining category. Facility use requests that extend more than 1 week or less than 6 weeks into the previous or next season will be prorated.

	CATEGORY 1		CATEGORY 2		CATEGORY 3		CATEGORY 4		CATEGORY 5	
	Single Use (Per Season)	Multiple Use (Per Season)	Single Use (Per Season)	Multiple Use (Per Season)	Single Use (Per Season)	Multiple Use (Per Season)	Single Use (Per Season)	Multiple Use (Per Season)	Single Use (Per Season)	Multiple Use (Per Season)
Elementary School										
Classroom	No Fee	No Fee	$35.00	$70.00	$48.00	$95.00	$66.00	$130.00	As Agreed	As Agreed
Cafeteria	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Kitchen (Supervision Reqd)	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Gymnasium	No Fee	No Fee	$167.00	$330.00	$200.00	$400.00	$264.00	$530.00	As Agreed	As Agreed
Library	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Outside Field	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Conference Room	No Fee	No Fee	$35.00	$70.00	$48.00	$95.00	$66.00	$130.00	As Agreed	As Agreed
Middle School										
Classroom	No Fee	No Fee	$35.00	$70.00	$48.00	$95.00	$66.00	$130.00	As Agreed	As Agreed
Cafeteria	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Kitchen	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Gymnasium	No Fee	No Fee	$167.00	$330.00	$200.00	$400.00	$264.00	$530.00	As Agreed	As Agreed
Locker Rooms	No Fee	No Fee	$133.00	$265.00	$168.00	$335.00	$198.00	$400.00	As Agreed	As Agreed
Library	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Outside Field	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Conference Room	No Fee	No Fee	$35.00	$70.00	$48.00	$95.00	$66.00	$130.00	As Agreed	As Agreed
High School										
Classroom	No Fee	No Fee	$35.00	$70.00	$48.00	$95.00	$66.00	$130.00	As Agreed	As Agreed
Cafeteria	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Conference Room	No Fee	No Fee	$35.00	$70.00	$48.00	$95.00	$66.00	$130.00	As Agreed	As Agreed
Stage	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Kitchen	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Gymnasium	No Fee	No Fee	$167.00	$335.00	$200.00	$400.00	$264.00	$530.00	As Agreed	As Agreed
Library	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Stadium/Track	No Fee	No Fee	$200.00	$395.00	$266.00	$530.00	$336.00	$670.00	As Agreed	As Agreed
Football Field	No Fee	No Fee	$200.00	$395.00	$266.00	$530.00	$336.00	$670.00	As Agreed	As Agreed
Baseball Field	No Fee	No Fee	$133.00	$265.00	$168.00	$335.00	$198.00	$400.00	As Agreed	As Agreed
Softball Field	No Fee	No Fee	$133.00	$265.00	$168.00	$335.00	$198.00	$400.00	As Agreed	As Agreed
Practice Field	No Fee	No Fee	$133.00	$265.00	$168.00	$335.00	$198.00	$400.00	As Agreed	As Agreed
Outside Restroom	No Fee	No Fee	$133.00	$265.00	$168.00	$335.00	$198.00	$400.00	As Agreed	As Agreed
Other										
Community Gym	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
Wrestling Gym	No Fee	No Fee	$67.00	$130.00	$80.00	$160.00	$132.00	$265.00	As Agreed	As Agreed
District Board Room	No Fee	No Fee	$35.00	$70.00	$48.00	$95.00	$66.00	$130.00	As Agreed	As Agreed
Parking Lot	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	As Agreed	As Agreed

- Custodial fees are charged based on a 2 hr. minimum and either $23.89 per hour or $35.83 per hour if custodian must be paid overtime. We do our best to use custodians who are not in overtime status, however it is not guaranteed. Final amounts billed will be based on actual usage.
- Food Service personnel must be on duty for kitchen use. Final amount billed will be based on actual usage.

BANKS SCHOOL DISTRICT
FACILITY USE FORM

12950 NW Main St • Banks, OR 97106 • 503-324-8591

Date Submitted:
Permit #:

Description of Activity:	Name of Group:			
	Activity/Event:			
	Number of Participants:		Number of Spectators:	
	Do you charge for event? Yes No		Is Responsible Party a BSD Employee? Yes No	
Responsible Party: (Must be present at event)	Contact/Responsible Party:			
	Address:			
	Phone Number:		Email:	
Dates:	☐ One Time ☐ Weekly ☐ Monthly ☐ Other	Days of the Week: Start Time: End Time:	Start Date: End Date: Misc Dates, if applicable:	

Category: (See BSD Board Policy for further details)	☐ Category 1: District Activities or school sponsored groups (eg. PTO) ☐ Category 2: Local youth sports, service clubs ☐ Category 3: Adult recreation, private interest ☐ Category 4: For profit organizations, including companies or other groups ☐ Category 5: District special agreements, individually negotiated contracts, long term (eg. daycare)

Request to Use:	Banks Elementary	Banks Middle School	Banks High School		Other
	Classroom	Classroom	Classroom	Stadium/Track	Community Gym
	Cafeteria	Cafeteria	Cafeteria	Football Field	Wrestling Gym
	Kitchen	Kitchen	Conf Room	Baseball Field	Board Room
	Gymnasium	Gymnasium	Stage	Softball Field	District Conf Room
	Library	Library	Kitchen	Practice Field	Parking Lot
	Outside Field	Outside Field	Gymnasium	Restrooms(Track)	
	Conference Room	Conference Room	Library		
	Other:	Other:	Other:		Other:

District Office Use: (Grey)		**Custodial Instructions/Details**
Invoice #		Do you need facility unlocked and/or locked (fee weekends) Yes No
Fee	$	Do you need a custodian at the event (fee) Yes No
Fee	$	
Fee	$	
Fee	$	
Fee	$	
Fee	$	
TOTAL	$	

District Office Use:			
	☐ District Insured ☐ Liability $1MM ☐ SAM $1MM ☐ Additional Insured	☐ Custodian Approved ☐ Kitchen Approved ☐ Key Card	☐ Approved ☐ Denied Signature Date

Please thoroughly read the Board Policies regarding facility use: Community Use of District Facilities KG, KG-AR

PLEASE READ CAREFULLY AND INITIAL AS READ AND UNDERSTOOD **INITIALS**

Applicant certifies that all information is true and correct and that they have the authority to make this application. _____

Applicant certifies that they have read the District Board Policies KG and agree they will be observed. _____

Applicant assumes all responsibility and Liability for damage to the facility and/or equipment covered by this application regardless of the cause. _____

Applicant certifies that they will provide reasonably necessary personnel to supervise and monitor safety necessary to protect persons and property involved in activities pursuant to the permit issued. _____

Liability insurance is required in the minimum amount of $1,000,000 as a condition for the issuance of any permit. Such insurance shall name the Banks School District #13 as additional insured. A Certificate of Insurance shall be provided to the district prior to the issuance of the permit for facilities use. Groups using the facilities or grounds for athletic/sporting events must also verify liability coverage applies to spectators. Groups involving youth must also provide verification of $1,000,000 abuse/molestation liability coverage. _____

Applicant agrees to hold harmless and indemnify Banks School District, its Board of Directors, Officers, Agents and employees from all claims, demands, liabilities and obligations, including attorney fees and costs that applicant may be required to pay by reason of incident to the use of the District's facilities by the applicant of any of the applicant's agents, volunteers, participants, or invitees. _____

All users of District facilities shall comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination. Applicant agrees to not discriminate against a qualified individual with a disability. Applicant agrees to provide a qualified individual with a disability and opportunity to participate in or benefit from the aid, benefit or service that is equal to that afforded others involved in the program or activity. _____

Is special set up required? Yes No If so, please attach a diagram of the venue set up.

School Approval/Denial ☐ School Approved Signature _____

☐ School Denied Date _____