

2022-23 Facilities Use Application / Contract

Please note: Our capacity to support non-school events is extremely limited. Approval is based on school building schedules and custodian availability.

Contact Name: _____ Group Name: _____
Email Address: _____ Phone: _____
Billing Address: _____

The APPLICANT agrees to the following:

- a. To provide a **50% required deposit to reserve space when this application is approved**. Please make checks payable to Riverdale School District. **Final payment for facility rentals by outside users must be provided no later than 5 days prior to the event.**
- b. **To observe all federal and state laws, DISTRICT policies** (a copy of which is available for review upon request) **and regulations stipulated by the Superintendent or Principal** of the school where the rental premises is located.
- c. To ensure that **no smoking or other uses of tobacco products, alcoholic beverages or other controlled substances** will occur on DISTRICT property.
- d. **To hold the DISTRICT harmless** for any malfunction, injury, liability, or property damage incurred by the person(s) using DISTRICT facilities.
- e. **To make restitution for any damage** incurred during use of the facility.
- f. To certify that the organization has an **open membership and complies with all federal, state and municipal equal opportunity laws and regulations regarding discrimination.**
- g. **To ensure the rental facilities are left in original, or better, condition at the end of the rental period. Any impact requiring additional custodial work will be charged to the APPLICANT.** School district facilities are currently being maintained with a significant reduction in the custodial work force. It is important that every individual help to maintain our community resources.
- h. Applicants agree that the use of the facilities and this application shall be **revocable by the DISTRICT at any time.**

INSURANCE: A copy of your Certificate of Insurance with endorsement naming RIVERDALE SCHOOL DISTRICT as additional insured must be provided by the undersigned to the DISTRICT prior to any use, and must remain on file at the rental site (and, if a Community School class, must also be on file with the Community School organizers).

The APPLICANT'S proposed activities are covered by a liability insurance policy in a minimum amount of \$1,000,000 issued by:

_____.

Applicant Signature Date

Principal Signature Date

PLEASE RETURN THIS FORM TO THE APPROPRIATE SCHOOL:

Riverdale Grade School
11733 S Breyman Ave.
Portland, OR 97219
503-262-4842
Email: khawkins@riverdale.k12.or.us

-OR-

Riverdale High School
9727 SW Terwilliger Blvd.
Portland, OR 97219
503-262-4844
Email: gthompson@riverdale.k12.or.us

EVENT INFORMATION

Event Name:	Group/User Name:
Purpose:	Expected Attendance:

Event Date:	Start Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Location: <input type="checkbox"/> Riverdale Grade School <input type="checkbox"/> Riverdale High School	Do you need building access for Set Up? Date: Time: # of Hours:	Do you need building access for Tear Down? Date: Time: # of Hours:

FACILITIES & CHARGES:

Events over 4 hours will incur a Utility Fee of \$45/day

\$45 Utility Fee applied

RIVERDALE GRADE SCHOOL

Facility/Component	Rate	Custodial (required if noted)	# of Hours	Total Cost
Parking Lot/Courtyard	\$15/hour for entire lot \$15 flat rate less than three spaces	Custodial Charge: \$40/hour		
Soccer Field	\$60/hour	Custodial Charge: \$40/hour		
Gym	\$75/hour	Custodial Charge: \$40/hour		
Commons	\$60/hour	Custodial Charge: \$40/hour		
Library	\$65/hour	Custodial Charge: \$40/hour		
Music Room	\$65/hour	Custodial Charge: \$40/hour		
Computer Lab	\$65/hour	Custodial Charge: \$40/hour		
Classroom	\$30-\$75/hour	Custodial Charge: \$40/hour		
Conference Room	\$30-\$75/hour	Custodial Charge: \$40/hour		

RIVERDALE HIGH SCHOOL

Facility/Component	Rate	Custodial (required if noted)	# of Hours	Total Cost
Maverick Room	\$60/hour	Custodial Charge: \$40/hour		
Gym	\$75/hour	Custodial Charge: \$40/hour		
Classroom	\$30-\$75/hour	Custodial Charge: \$40/hour		
Conference Room	\$30-\$75/hour	Custodial Charge: \$40/hour		
Parking Lot	\$15/hour for entire lot \$15 flat rate less than three spaces	Custodial Charge: \$40/hour		

SET-UP DETAILS

Optional Audio/Visual Charge: \$10/day

\$10 Audio/Visual Charge applied

Chairs (QTY):	Risers (QTY):	Projector/Screen (QTY):	Other:
Tables (QTY):	Microphone (QTY):	Podium (QTY):	

FOR OFFICE USE ONLY

Received:	Custodian Schedule/Confirmed:	RDP Confirmed:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> Facilities not available <input type="checkbox"/> Custodian not available
Bldg Cal:	Dist Cal:	DO for Billing:	

If approved, DISTRICT agrees to provide the facilities listed on this form in reasonable working order.

Superintendent Signature (for Approval only): _____ **Date:** _____