

APPLICATION FOR CIVIC USE OF BUILDINGS

Facility use information - Requires 20 days for processing																	
NAME OF BUILDING / FACILITY			DATE(S) OF USE														
DESCRIBE ACTIVITY FULLY			DAY(S) OF WEEK <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su														
			FREQUENCY OF USE <input type="checkbox"/> One Time Only <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly														
TOTAL ATTENDANCE (PARTICIPANTS AND AUDIENCE)		WILL ACTIVITY INVOLVE CONCESSION SALES? <input type="checkbox"/> Yes <input type="checkbox"/> No		TIME REQUESTED _____ m. to _____ m.													
WILL A FEE BE CHARGED FOR THIS ACTIVITY? <input type="checkbox"/> Yes <input type="checkbox"/> No AMOUNT \$ _____ ONE TIME CHARGE: <input type="checkbox"/> Yes <input type="checkbox"/> No WEEKLY CHARGE: <input type="checkbox"/> Yes <input type="checkbox"/> No OTHER _____																	
INDICATE ACCOMMODATIONS REQUESTED				EQUIPMENT REQUESTED													
<input type="checkbox"/> Gymnasium <input type="checkbox"/> Classroom <input type="checkbox"/> Field <input type="checkbox"/> Library <input type="checkbox"/> Showers, Dressing Room <input type="checkbox"/> Computer Lab <input type="checkbox"/> Track <input type="checkbox"/> Band Room <input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other <input type="checkbox"/> Dressing Room (Auditorium) <input type="checkbox"/> Kitchen <input type="checkbox"/> Restrooms				<input type="checkbox"/> P.A. System <input type="checkbox"/> Computer <input type="checkbox"/> Piano <input type="checkbox"/> Projector <input type="checkbox"/> Score Board <input type="checkbox"/> Other <input type="checkbox"/> Risers													
Fee Payment Information: For non-school sponsored activities																	
<ul style="list-style-type: none"> • \$15.00 PROCESSING FEE IS DUE WITH THE APPLICATION • Rental fees are due no later than 15 days prior to the date of use • Facility reservations are confirmed with a building use permit only after fees are paid Payment by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card																	
Name on Account: _____ Credit Card Account Number: _____																	
Billing Address: _____ Expiration date: _____																	
I agree to pay all additional costs*, incurred after issuance of this building use permit, associated with my use of the above facility. I give permission for Portland Public Schools to charge these additional costs to the credit card number provided. (*Additional charges: costs associated with extending the hours of use including additional room rental, custodial time and/or faculty representative fees, damage to the facility or equipment, or other costs determined by Portland Public Schools).																	
X _____ Signature _____ Date _____																	
Terms Of Use																	
I agree to monitor and control the conduct of persons in and about the building associated with my use and pay for any damage beyond ordinary wear and tear which may occur to this school property as a result of my use. I will carefully inspect the building prior to my use and determine if it is configured and equipped so as to be safe for my use and the persons who will be in the facility because of my use. I further agree that the school property will be used in accordance with rules and regulations of the school and School District, and that I shall defend and hold the School District harmless from and against claims arising from my use of the premises. I understand that the District reserves the right to cancel this permit for school purposes or for other priority reasons. I understand and agree to the terms of use described above/and on page 2 of this application.																	
X _____ Signature of responsible adult _____ Type or printed name _____ Date of application _____																	
Address _____		City _____		State _____ Zip Code _____ Residence Telephone _____													
Name of Organization _____				Business Telephone _____													
For School Office Use Only: For school sponsored activities - indicate chartfield to charge overtime																	
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">ACCOUNT</th> <th style="width:15%;">FUND</th> <th style="width:15%;">ORG</th> <th style="width:15%;">PROGRAM</th> <th style="width:15%;">SUB-CLS</th> <th style="width:15%;">PRJ / GRT</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						ACCOUNT	FUND	ORG	PROGRAM	SUB-CLS	PRJ / GRT						
ACCOUNT	FUND	ORG	PROGRAM	SUB-CLS	PRJ / GRT												
Approval Signature: Submit application to building administrator - applications not signed will be returned																	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied X _____ Building Administrator/Principal _____ Date _____			<input type="checkbox"/> Approved <input type="checkbox"/> Denied X _____ Other Authorization, if required _____ Date _____ (Community/SUN School Coordinator)														
Send signed application with application fee/payment to:																	
Civic Use of Buildings • PO Box 3107 • Portland, OR 97227-3107 Phone: 503-916-3268 • Fax: 503-916-3182																	
For Central Office Use Only																	
<input type="checkbox"/> Application fee paid <input type="checkbox"/> Rental fees paid		<input type="checkbox"/> Application returned for application fee Amount paid _____		<input type="checkbox"/> Application returned for approval signature Permit Number _____													

CIVIC USE OF BUILDINGS - PROCEDURES AND REGULATIONS

APPLICATION PROCESS - The use of Portland Public Schools' facilities must be requested by written application. Applicants must be at least 18 years old and agree to all conditions of use. Sections 1 - 4 must be completed entirely - incomplete applications will be returned. Signed applications and the \$15.00 application fee must be received in the Civic Use of Buildings office not less than 20 days prior to the date of requested use. A use of building permit will be issued upon payment of all applicable fees.

SECTION 1 - FACILITY USE INFORMATION

Complete all portions of Section 1 - describing the activity fully.

Hours Of Use - All activity participants must comply with the hours of use and vacate the facility at the time noted on the permit. Additional time will result in an additional fee assessment.

Accessibility - Not all areas of all buildings are ADA accessible. It is the responsibility of the applicant to inquire at the site to determine accessibility of both the building and the specific area requested for the activity.

Safety Awareness - The permit holder and those working with the activity should familiarize themselves with the fire exits and location of fire extinguishers. Exits must not be blocked. Chairs and tables should not exceed the limits of the space and should not be placed in aisles or doorways. If extension cords are used they must not pose a safety hazard that would cause someone to trip or fall.

Cafeteria Use - If kitchen facilities, for the purpose of preparing or heating food, are requested a Nutrition Services employee must be on site to supervise the use of the equipment. The Nutrition Services department will assess separate fees.

Limitations - Alcohol, drugs, tobacco, gambling, and weapons are not permitted in the school buildings or on school grounds. Food and beverages are allowed only in designated areas. Food is not allowed in school gyms, auditoriums, or computer labs. Advertising or sale of merchandise in school buildings or on the school grounds is prohibited. District facilities may not be used for commercial purposes. Schools may not be used for public dances; dances are limited to those sponsored by the school.

SECTION 2 - FEE PAYMENT INFORMATION

Application Fee - A \$15.00, non-refundable, application fee is required for nondistrict activities and must accompany the application - otherwise the application will be returned. Rental Fees will be assessed for all activities that are not an extension of the school program. Fee information can be obtained by contacting the Civic Use of Buildings office at 503-916-3268 or 503-916-3156. An invoice will be mailed to the applicant. Payment, in full, must be made upon receipt of the invoice. Facility reservation is not guaranteed until the invoice payment has been submitted to the CUB office.

Credit Card Payment - The \$15.00 application fee and the rental fees may be paid by VISA, MasterCard, or VISA debit card.

Cancellation By User Groups - Notice of cancellation must be made to the Civic Use of Buildings department at least 10 business days prior to the event. A \$50.00 refund processing fee will be retained. An additional 10% of the rental fee will be retained if notice of cancellation is less than 10 business days prior to the activity. 100% of the rental fees will be retained if notice of cancellation is less than 24 hours prior to the activity.

Cancellation By Portland Schools - If cancellation by the school district is necessary due to a school activity; CUB staff will contact the permit holder. Cancellation will be made at least 5 days prior to the activity. Every effort will be made to relocate the activity. Rental fees will be refunded if the activity cannot be moved to another location.

Building Use Permit - A CUB permit will be issued upon payment of the invoice - the permit must be presented at the facility at the time of the activity. Changes to the permit will require a new application approved by the building administrator and a \$15.00 application fee.

SECTION 3 - TERMS OF USE

Supervision -The applicant agrees to supervise and accept responsibility for the activity and conduct of all participants in compliance with school district regulations/ conditions of use listed on pages 1 & 2 of this application. In the absence of a school administrator, the custodian has authority to enforce compliance with the regulations.

Liability - The applicant agrees, by signature, to assume liability for damages that occur as a result of the activity. Damage costs will be billed to the permit holder.

Violations - of building use procedures will be subject to cancellation of the use permit and restriction of future use.

SECTION 4 - SCHOOL SPONSORED ACTIVITIES

Indicate school/program/grant chartfield to be charged if custodial overtime occurs as a result of a school sponsored activity.

SECTION 5 - AUTHORIZATION

The building administrator must approve and sign the application. Unsigned forms will be returned.

SECTION 6 - SUBMITTING THE APPLICATION

The signed application and the \$15.00 application fee must be submitted to the Civic Use of Buildings office at least 20 days prior to the requested use.