

CIVIC USE OF BUILDINGS – PROCEDURES, TERMS AND CONDITIONS

TERMS OF USE – I (the Requestor) agree to pay all additional costs, incurred after issuance of this building use permit, associated with my use of the requested facilities. I give permission for the Portland Public School District to charge these additional costs directly to the credit card number provided or as invoiced. Additional costs include but are not limited to: 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 School District.

I (the Requestor) 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 facility (or facilities) as a result of my use. I will carefully inspect the facility (or facilities) 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 (or facilities) because of my use.

I (the Requestor) further agree that the school property will be used in accordance with the rules and regulation of the school and the Portland Public School District, and that I shall defend and hold the School District harmless from and against claims arising from my use of the property (or properties). 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 to the processes listed below.**

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. Incomplete applications will be returned. A \$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.

FACILITY USE INFORMATION

Describe the requested activity in full detail. All activities are subject to the following conditions:

1. **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.
2. **Accessibility** - Not all areas of all buildings are ADA/handicap accessible. It is the responsibility of the applicant to inquire at the site to determine accessibility of the building and the specific area requested for the activity.
3. **Safety Awareness** - The permit holder and those working with the activity must 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 shall 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.
4. **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.
5. **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.

FEE PAYMENT INFORMATION

1. **Application Fee** - A \$15.00, non-refundable, application fee is required for non-district activities and must be received in the Civic Use of Buildings office not less than 20 days prior to the date of requested use - otherwise the application will be denied. 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 916-3268 or 916-3156. An invoice will be sent 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.
2. **Credit Card Payment** - The \$15.00 application fee and the rental fees may be paid by a VISA or MasterCard credit/debit card
3. **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.
4. **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 date/time or location.
5. **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 an additional \$20.00 change fee.

ADDITIONAL TERMS OF USE

1. **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 above. In the absence of a school administrator, the custodian has authority to enforce compliance with the regulations.
2. **Liability** - The applicant agrees to assume liability for damages that occur as a result of the activity. Damage costs will be billed to the permit holder.
3. **Violations** – Failure to comply with the building use procedures may result in cancellation of the use permit and restriction of future use.

SCHOOL SPONSORED ACTIVITIES

If the request is for an officially school sponsored/sanctioned and funded event, indicate school/program/grant chartfield to be charged if custodial overtime occurs as a result of the activity.

AUTHORIZATION

The building administrator(s) must approve applications for use of facilities.

SUBMITTING THE APPLICATION

The 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.