

REQUEST FOR OREGON SCHOOL DISTRICT FACILITY USE

Activity/Building Information	Location to be Used (reference ID)
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Building Preference	Room/Area Requested
Activity(s) Planned	
Date(s) the facility is to be used	
Time the facility should be available (start time) (am/pm)	
Total hours the facility will be needed	

Group/Organization Information

Name of Group/Organization		
Contact Person	Home Phone	Work Phone
Address	City	Zip
Event Supervisor		Email Address
Home Phone	Work Phone	Ext.

Work Order

Special Equipment/Materials or Setup Needed (please note equipment not requested may not be available)
Custodial Needs? <input type="checkbox"/> None <input type="checkbox"/> Open & Close Only <input type="checkbox"/> Entire Event

Use/Rental Agreement

(School Staff, stop here and submit to building office)

_____ (Name of group/organization) agrees to abide by the policies of the Oregon School District and use the facility(s) appropriately. I, as _____ (title), agree to supervise this use and accept responsibility for any damage that occurs. I realize that the Oregon School District is not liable for injuries that occur during the use of the facility(s).

Print Name

Signature

Date

Address including city and zip code

All the above information must be completed in full before your facility use will be confirmed. Please notify the school district a minimum of three working days in advance if you wish to cancel or change arrangements. Payment must accompany this form; checks should be made out to the Oregon School District. Mail or bring this form (both pages) to:

Oregon School District
c/o Facility Use Coordinator
200 North Main Street
Oregon, WI 53575

For office use only

Fees and Keys

Fee (Assessed as per BOE policies)			
Deposit Amount	Date Due	Balance Amount	Date Due
Facility Key Received		Facility Key Returned	

Instructions

(Please follow instructions below)

Building Access Instructions		
Other Special Instructions/Comments		
Cell Phone Contact	Payphone Location	Certificate of Insurance Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No

Approval

Approved By	Date Approved
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