



Bethany Charter School  
11824 Hazelgreen Road NE, Silverton, OR 97381 (503)873.4300

## FACILITY RENTAL APPLICATION

Organization Name: \_\_\_\_\_

Date of use: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Room(s) or area requested: \_\_\_\_\_

Estimated number of adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Description of event or program:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be an admission charge or collection solicited? (circle one) Yes No

Do you want the space heated if possible? (circle one) Yes No

We, the undersigned, being authorized to represent the above named organization, have read, understand and agree to abide by the rules and regulations pertaining to the rental and/or use of Bethany Charter School facilities. (Please see rules on back.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

### ***For School Use Only***

Date use authorized: \_\_\_\_\_ Deposit: \_\_\_\_\_

Key checked out? Yes/No Date key checked out: \_\_\_\_\_ Date Key returned: \_\_\_\_\_

Employee or board member on duty: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

The use of Bethany Charter School facilities may be allowed to responsible groups provided they pay the usual rental, reimburse for employee services for any hours necessary, and meet such other rules and requirements as may be established by the Bethany Charter School Board.

The rules include:

1. The application for the use of the facilities shall be limited to the use of buildings, and on special occasions other equipment may be used by responsible groups at the full discretion of BCS.
2. The rental of the facilities shall be the responsibility of the Principal and Bethany Charter School Board secretary.
3. The application for use of the facilities must be signed by a responsible adult member of the sponsoring group, stating obligation to the property of the school and to enforcing the rules and regulations relating to the use of the school property.
4. At the discretion of the Principal and or BCS Board secretary, responsible groups wishing to hold meetings in the gymnasium or classrooms without admission charges or free will offerings, may be authorized to use the facilities without charge.
5. The sponsoring group may be required to deposit with office, five days in advance of the event, \$50.00 to be held to cover material damage or cleaning costs.
6. Damage to the areas shall be charged at current rate of time and labor costs.
7. No dances, other than school functions, shall be held in the school except by approval of the BCS Board.
8. Decorations, props, scenery, etc, are not to be fastened in a manner that damages walls, floors or ceilings of the building.
9. Properties and materials other than those belonging to the school may not be stored on school property.
10. The group and or individuals using the facilities are to hold BCS and the SFSD harmless against any and all claims, suits, orders or judgments brought against BCS or the SFSD as a result of the group and or individuals using the facilities. Applicant agrees being responsible for conduct of individuals, up to including all attorney fees and cost resulting in negligence.
11. The use of alcohol, drugs or tobacco products is prohibited on school premises.

The Principal and or the BCS Board secretary may waive all or part of the established fees providing:

1. The group requesting the facility is comprised of Silver Falls Public School patrons.
2. The facility and or service is not in competition with other community groups or businesses providing comparable services.
3. No admission is to be charged or collection solicited by the requesting group.