

**Appendix I**

**Roseburg High School**  
**Facility Use Request Form**

Group Requesting Use:		Purpose:	
Number of Participants:	Date (s)	Set-up time:	Clean-up time:
Total Time needed:		Start time:	End time:
Group Representative:		Phone:	Email:
Onsite Representative*(if different)		Phone:	Email:

\*Note: All designated onsite group representatives must be approved, in advance, by the Facility Director (or designee). The onsite group representative will be present at all times supervising or instructing the activity specified in this application (not a participant) and identify themselves to assigned District 4 staff.

<b>Usage Category (see associated RHS Facility Use Cost Estimate for specific requirements)</b>	<b>Cost</b>
Facility Rental	
Additional Equipment/Supplies:	
Extra Personnel Charges	
Other (specify)	
<b>Total Fees and other charges:</b>	

**Liability Insurance** – All groups must provide evidence of insurance providing for at least \$1 million of liability insurance naming District 4 as additionally insured:

Insurance certificate attached	Insurance certificate on file with the school
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**Additional Representations**

1. As part of this application, the user group agrees to hold the District free and harmless from any and all liability arising from the user group’s activities.
2. The user group acknowledges that it is responsible for leaving the RHS facility used in a clean and orderly condition and assumes responsibility for any vandalism or equipment loss by their group(s).
3. The user group acknowledges that any problem arising from the use or misuse of the RHS facility by any group can result in the immediate cancellation of this use agreement and denial of all future use applications.

Note: School functions have priority over any scheduled event by an outside user group. The school will notify the Group Representative whenever a conflict arises, and it is the responsibility of the Group Representative to notify all those involved.

Date:	Signature of Group Representative:
Date:	Signature of the Facilities Director (or designee)*:

\*The Facilities Director (or designee) approving this application is responsible for assigning an appropriate District Staff member(s) for access, indirect supervision and cleaning of the facility.

Date Building/Field Use Application Received by the District Business Office:
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