

**FACILITIES USE APPLICATION**  
**Eugene School District 4J**  
**Form 7-B Revised 9/09**

**4J Facilities Management**  
**715 West 4th Avenue**  
**Eugene, OR 97402**

**Churchill / South Eugene Regions call: 790-5720**  
**Sheldon / North Eugene Regions call: 790-6215**

Name \_\_\_\_\_ (print)

Email address: \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_

Does this organization have official non-profit status?  
(501-C 3 designation) Yes \_\_\_\_\_ No \_\_\_\_\_

Your position with org. \_\_\_\_\_

Contact other than yourself \_\_\_\_\_

Phone \_\_\_\_\_ Billing address if different

from above. Address to: \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**INDEMNITY AGREEMENT**

I certify that I am the authorized representative of the requesting organization and that the statements contained herein are true to the best of my knowledge. I agree to be responsible for the safe keeping of the facilities used for the named activity and for payment of all charges. I further agree that the school property will be used in accordance with the policy adopted by the District 4J Board of Directors and the resulting administrative guidelines. Copies of the guidelines may be obtained from Facilities Management during normal working hours (phone 790-7406).

I personally, and on behalf of the requesting organization, agree that I and the organization shall indemnify, defend, and hold harmless School District 4J, its officers, agents, and employees from any claims, actions, liability or costs, including attorney fees and other costs of defense, arising out of or in any way related to the use and occupancy allowed under this agreement and arising from the sole or joint negligence of the Lessee, its members, officers, agents, spectators, or invitees.

The Lessee shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with its activities. In addition, Lessee shall be responsible for any loss, damage, or destruction of property belonging to School District 4J or a third party, caused by the sole or joint negligence of the Lessee.

Any exception or waiver of these requirements shall be subject to review and approval by 4J's Risk Manager. All users of District 4J property shall comply with all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Date \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

**X** \_\_\_\_\_

Key: White to Facilities Mgt., yellow to R.F. Coord., pink to school, gold to applicant

**NO TOBACCO PRODUCTS ON SCHOOL PROPERTY**

School Requested \_\_\_\_\_

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

Dates requested \_\_\_\_\_

If year long, start date \_\_\_\_\_ end date \_\_\_\_\_

Day(s) of the week \_\_\_\_\_

Time of use (including set up and clean up)

From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Type of event/activity? \_\_\_\_\_

\_\_\_\_\_

Equipment needed \_\_\_\_\_

\_\_\_\_\_

Will food be served? \_\_\_\_\_ If yes, what kind/by whom?

\_\_\_\_\_

Expected attendance: # spectators \_\_\_\_\_

Participants: # Adults \_\_\_\_\_ # Youth \_\_\_\_\_

Fees charged? \_\_\_\_\_ If yes, how much \_\_\_\_\_

Fees will be used for \_\_\_\_\_

\_\_\_\_\_

**\*\*\* FOR 4J USE ONLY \*\*\***

Rental approved by \_\_\_\_\_

Date \_\_\_\_\_ Category \_\_\_\_\_

Supervision by \_\_\_\_\_

Lease agreement required? Yes \_\_\_\_\_ No \_\_\_\_\_

**Admin. Signature:** \_\_\_\_\_

Payment rec'd \$ \_\_\_\_\_ Check # \_\_\_\_\_

Rec'd by \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rates per hour**

Auditorium \_\_\_\_\_ Cafeteria/MP \_\_\_\_\_

Classroom \_\_\_\_\_ Sp Classroom \_\_\_\_\_

Gym \_\_\_\_\_ Playing field \_\_\_\_\_

Other \_\_\_\_\_

4J labor \_\_\_\_\_ Student labor \_\_\_\_\_

Heat \_\_\_\_\_ Equip \_\_\_\_\_

Facilities approval \_\_\_\_\_ Date \_\_\_\_\_