

**PORTLAND PUBLIC SCHOOLS  
FACILITY USAGE APPLICATION**

**ORGANIZATION INFORMATION**

Name of organization \_\_\_\_\_

Person making the application \_\_\_\_\_

Address of person making application \_\_\_\_\_

Phone number (Day time) \_\_\_\_\_ (Evening) \_\_\_\_\_

**USAGE INFORMATION**

Date (s) of usage \_\_\_\_\_

Facility requested (circle one)

Oakwood

Westwood

Middle School

High School

Time requested: Opening time \_\_\_\_\_ Closing time \_\_\_\_\_

Room or area requested \_\_\_\_\_

Equipment requested \_\_\_\_\_

Custodial labor required? \_\_\_\_\_

Type of activity \_\_\_\_\_

Approximate number of people to attend \_\_\_\_\_

Do your plans include use of food or beverage? \_\_\_\_\_

If yes, please specify \_\_\_\_\_

Are you charging admission or requesting a donation? \_\_\_\_\_

**FACILITY USAGE CHARGES (BOARD OF EDUCATION USE ONLY)**

Room rental fee . . . . . \$ \_\_\_\_\_

Labor costs (\_\_\_\_\_ hours @ \_\_\_\_\_ /hr) \_\_\_\_\_

Other miscellaneous charges . . . . . \$ \_\_\_\_\_

Total facility rental fee . . . . . \$ \_\_\_\_\_

*I, acting the representative of the above designated organization or group, have read the rules appearing on the back of this form relating to the use of school facilities and I can assure the Portland Public School District, that my organization or group will abide by these rules.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Adult Ed. Rep

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board of Education Rep.

\_\_\_\_\_  
Date

1. The applicant and/or organization shall be responsible for all thefts of school property and/or damage thereto and shall reimburse the School District for such thefts or damage based on replacement costs.
2. No alcoholic beverages or illegal substance will be permitted on the school premises.
3. Smoking is prohibited on all school premises.
4. Groups using the facilities are required to remain in the area of the building where the activity is being conducted and are not permitted in other sections of the building.
5. All weekday activities in the school facilities shall terminate by 10:00 p.m. in order to provide for proper cleaning before facilities are again needed for school purposes, unless prior approval is secured from the building administrator.
6. All decorations, furnishings and debris must be removed from the school facility by the user and the area of usage shall be returned to satisfactory condition in order to allow for the school activity the following day. All decorations are subject to the approval of school officials or Fire Chief in relation to fire safety.
7. Food or drink will not be allowed in the Middle School or High School Gymnasiums unless previous arrangements are made.
8. All activities involving school aged children will be supervised by a responsible adult.
9. Portland Public Schools will not be held liable for any injuries that may occur while using any of the facilities.

**SCHEDULE FOR CHARGES FOR USE OF SCHOOL FACILITIES:**

1. PORTLAND HIGH SCHOOL

- A. Auditorium.....\$100.00

(Groups exempt from Facility Usage Fees will be charged \$15/hour for lighting and sound equipment).

- B. Gymnasium/main.....\$ 75.00  
 C. Gymnasium/auxiliary/Fitness room.....\$ 40.00  
 D. Locker/shower room .....\$ 25.00  
 E. Cafeteria .....\$ 25.00  
 F. Kitchen\* .....\$ 25.00  
 G. Classroom\*\*.....\$ 10.00  
 H. Football field .....\$Negotiable

2. PORTLAND MIDDLE SCHOOL

- A. Gym.....\$ 50.00  
 B. Locker/shower room .....\$ 25.00  
 C. Cafeteria .....\$ 20.00  
 D. Kitchen\* .....\$ 20.00  
 E. Classroom\*\* .....\$ 10.00

3. ELEMENTARY SCHOOLS

- A. Multipurpose room .....\$ 25.00  
 B. Large Group Study .....\$ 15.00  
 C. Kitchen\*..... \$ 15.00  
 D. Classroom \*\* .....\$ 10.00

*\*Kitchens are available only during the school year and when a food service employee is present.*

*Specialized classrooms such as science labs, home economics, art, computer labs, technology education, etc. are not available for rental.*

*Above rates provide a maximum usage of three (3) hours. Usage for more than three (3) requires an additional charge.*