



**West Linn – Wilsonville School District**  
**TERMS AND CONDITIONS FOR FACILITY & FIELD USE**  
**July 1, 2024 - June 30, 2025**

The primary goal regarding the use of facilities under the authority of the West Linn – Wilsonville School District is to support the educational opportunities of its students and communities. These terms and conditions outline appropriate use of school facilities as aligned with the district’s primary goal ([KG – Use of District Facilities](#)).

**The West Linn-Wilsonville School District retains the right to deny or limit access to persons or organizations who do not work in the spirit of collaboration, violate policy, or fail to pay.**

**GENERAL**

1. Applicant hereby agrees to indemnify and hold harmless the School District, its directors, agents, employees, and representatives from any and all claims, loss, damage, expense, injury, or death from all causes of action of causes of suit, and from all costs and expenses including attorney’s fees, connected therewith, arising out of the use of the facility by Applicant.
  - a. A [Certificate of Liability Insurance](#) is required naming the West Linn-Wilsonville School District, 22210 SW Stafford Rd. Tualatin, OR 97062, as the additional insured, for all reservations.
2. Applicant shall provide adequate supervision and be responsible for any improper conduct of the audience both individually and collectively, while on district property. All applicants must respect the privacy and property of classroom teachers and district staff.
  - a. **All rooms/fields must be left exactly as they were found**
    - i. Do not clear off dry-erase/chalk boards
    - ii. Do not use supplies/equipment unless previously approved
    - iii. Do not go through desks
  - b. Report to the custodian any broken or damaged items immediately (whether Applicant arrived and it was damaged or if it occurred during Applicant’s use).
  - c. Children must be supervised at all times (this includes siblings or young visitors that accompany participants).
3. Applicant’s group and activity is confined to the specific room and time that you have requested that was approved by the district. Any additional time for setup/breakdown must be accounted for in the facility request.
4. Applicant is responsible for the safety and conduct of its users, participants, and guests at all times when using District property or spaces. To that end, applicant is responsible for furnishing their own medical/safety equipment (e.g. first aid kit, AED) as well as for providing appropriate training to their users and participants related to safety (e.g. concussion protocol), response to a safety or medical emergency, and/or use of medical/safety equipment. Any accident, injury or unsafe condition that occurs during Applicant’s use of District property or spaces must be immediately reported to a representative of the District.

**Applicant agrees to follow these rules when using facilities/fields/grounds:**

- a. All litter must be disposed in appropriate trash cans/containers.
- b. Only gym footwear is permitted in the gym for sports, games, and other activities.
- c. No food or drink is allowed in gyms, libraries, media centers, or classrooms.



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- d. No tape, tacks, or adhesive is allowed on any flooring or walls (including gyms and exterior of buildings).
- e. All forms of alcohol, smoke, and tobacco are prohibited from all district property.
- f. Should any blood or other bodily fluid spill occur, please keep everyone away from the spill. Do not attempt to clean up. Instead, notify the building custodian and/or emergency contact (provided by the district) immediately.
- g. No open flames are allowed.
- h. No chemicals or cleaning supplies are allowed without District approval.
- i. No Mylar balloons are allowed.
- j. No latex is allowed – including but not limited to latex balloons and gloves.
- k. **No inflatable bounce houses are allowed.**
- l. No mazes or blocking of doorways are allowed.
- m. No pets or animals are allowed in school facilities without School District consent.
- n. Portable restrooms may be allowed on grounds with School District approval. Doors must remain unlocked at all hours.
- o. **Two-hour minimum to rent turf fields at middle and high schools on the weekends.**
- p. For gym and field use, all requests are reviewed and processed per season: Fall, Winter, Spring and Summer.
- q. Restrooms are not always provided for outdoor events.
- r. Youth athletes are to be under supervision of their coach at all times.
- s. Park only in designated parking lot areas.

## SCHEDULING

Each organization is limited to one user (applicant) for submitting requests and invoicing purposes. **Applicant agrees to abide by all rules and regulations of the School District once a request is submitted.**

1. School related events or special community meetings receive priority approval for facility use and may conflict with your activity. Consider the [Fee Schedule](#) when planning for your program.
2. Any organization that is new to the West Linn-Wilsonville School District fields/facilities will undergo a processing period of up to 10-days before the first booking request(s) may be granted.
3. Applicant must submit all new requests a minimum of seven days' notice to be considered for processing. For existing reservations, five days' notice is required to add dates/times. Any lesser notice may be subject to denial.
4. In no case will any party granted use of school district facilities assign, transfer, or \*sublet space. A penalty will be applied to any group allowing this to occur and will be billed at the Category 4 rate. Any group who sublets may be denied future facility use requests.
5. Facilities are available on weekends from 6:00am – 10:00pm. Facilities are available for time blocks and will vary based on location and season.
6. During winter sports season (based on OSAA dates) gyms are scheduled for time blocks and will vary based on location and season.



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7. All organizations should anticipate staffing for **all hours** of facility use during weekends whether the space being used is for indoor or outdoor facility use. Staffing fees may apply.
8. If organizations show up without a reservation, they could be charged Category 4 pricing for a minimum of two hours and future bookings are subject to denial.
9. All school facilities and grounds are closed during school holidays.
10. During the summer there are limited schools open for use due to maintenance/construction projects.
  - a. **During the month of August, all primary and middle school buildings are closed; fields may still be available for use.**
  - b. For the first two weeks of school (10 full school days), indoor facilities are limited for school use only.

**OVERTIME/CANCELLATIONS**

1. Applicant shall pay the usual fees and charges applicable to such use as established by the School District. Any facility access staff services that require overtime as a result of your group’s activity will be billed to you. Reimbursement to the district is expected in a timely manner.
2. Should applicant need to cancel, they must be made **minimum five days** prior to facility use to avoid cancellation fees. Organizations who cancel five days or less will incur a cancellation fee of 100% the rental cost and facility access cost (if applicable).

	If your event is on...						
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>...to avoid cancellation fees you must cancel by 3:30pm on...</b>	Wednesday prior	Thursday prior	Friday prior	Saturday prior (by email)	Sunday prior (by email)	Monday prior	Tuesday prior

3. School facilities and fields are unavailable when schools are closed due to inclement weather or other unforeseen circumstances. When this decision is made by discretion of the School District, no cancellation fees will incur. Please subscribe to our [FlashAlert](#) to stay updated.
  - a. If Applicant cancels his/her program on his/her own due to weather conditions, the Applicant must let the District know by 9:00am the following day to avoid any ‘no show’ charges.

**PAYMENT**

1. Applicant observes and adheres to the following payment agreements:
  - a. All facility use must be paid in full within two weeks of receiving an invoice. Space may be denied if the invoice is not paid in full prior to use.
  - b. The District offers the following payment options: check, cashier’s check and credit card. Credit card payments can be made with [SchoolPay](#).
  - c. Organizations with outstanding balances may be denied space until the account is paid in full.
  - d. Organizations utilizing auditorium space(s) must pay in full two weeks (10 business days) prior to their first booking. Space may be denied if the invoice is not paid in full prior to use.
  - e. Each submitted request that results in a reservation incurs an application fee.



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- f. Organizations are required to have separate reservations for each site.
- g. A reservation may have multiple bookings. Any bookings outside the sports season (determined by OSAA) is required to have a separate, off season reservation.
- h. Each tournament and jamboree must have their own reservation.
- i. Applicant shall reimburse the School District for all damages to the premises or property resulting from such use other than ordinary wear and depreciation. In cases where a deposit is collected, some of the deposit may be withheld to pay for such damages.

*All applications must be filed for approval annually and expire on July 1<sup>st</sup>. No approval is granted for a period longer than one year. It is the intention of the school board to promote diverse use of district facilities.*

**By submitting an online request, you agree to adhere to these terms, conditions, and rules.** The School District will not return a deposit if any of these terms are violated or if damage is assessed following your group/organization's use. If you have questions or concerns, please contact Community Services.

Community Services  
503.673.7997  
[Click here to email](#)

#### HELPFUL TERMS

\* **Sublet** – when an organization submits a request with the intention of allowing another organization to utilize their booking. This is not allowed to anyone in the School District; any group who sublets may be denied future facility use requests.