

HIGH DESERT EDUCATION SERVICE DISTRICT
2804 SW Sixth Street, Redmond, OR 97756 – 541.693.5600
APPLICATION FOR BUILDING USE

GROUP OR INDIVIDUAL NAME _____ DATE SUBMITTED _____
 BILL TO _____ PHONE _____
 ADDRESS _____ FAX _____
 BUILDING REQUESTED _____ ACTIVITY _____
 DATES AND HOURS NEEDED _____

(Example: 8/16/2015 8am – 4 pm)

SPECIFIC AREA OR ROOM REQUEST _____

KITCHEN NEEDED NO YES – Additional approval required

Users of district buildings/facilities and equipment will be held responsible for any losses or damages. The use of certain equipment may require supervision by district personnel and additional fees. I have received a copy of the High Desert Education Service District’s building guideline and agree to accept responsibility if my application is approved.

 Responsible Person (Print Name) Signature Date

THIS APPLICATION IS APPROVED FOR BUILDING FACILITY USE AS DESCRIBED ABOVE:

 Superintendent or Designee (Print Name) Signature Date

Kitchen Approval (If Needed) _____
 Signature Date

THIS SECTION TO BE COMPLETED BY ESD PERSONNEL Total Hours Used _____

USE TYPE CLASS I CLASS II CLASS III \$ Per Hour Estimated Fee Actual Fee
 (See Rental Rates for Class Definition)

Regularly Hourly Rate for Requestions Space _____

Additional Charge _____

Total Fee for Building Use _____

\$100 Deposit Due Upon Confirmation of Reservation Received on: _____

Total Due 30 Days Prior to Event _____

Total Fee Paid in Full on: _____

☀☀\$250 CLEANING FEE WILL BE CHARGED if the facility is not left in the same condition it was upon arrival.

SKYLINER LODGE RULES AND REGULATIONS AGREEMENT

Between High Desert Education Service District (HDES D) and Applicant

Date of Reservation: _____ Applicant: _____

Type of Event: _____ Representative: _____

The Board believes that the facility should be made available for community purposes when under the supervision of responsible persons, providing that such use does not interfere with the official business or the educational mission of the HDES D. The HDES D is precluded from sponsoring, financially supporting or participating in religious or political activities.

Application for the use of Skyliner Lodge not sponsored by the superintendent or HDES D staff shall be submitted to the superintendent or the designated representative on an Application for Building Use Form. The request shall state the time, space needed, the name of the organization desiring its use, the purposes for which it is to be used and the name of the individual who will be responsible for the care of the building and equipment requested. Organizations which do not qualify for free use of the facility shall be requested to pay the costs in accordance with the district's fee schedule. The schedule of fees shall be approved by the superintendent, reviewed and revised annually as needed.

Preference to competing requests will be granted according to the following order of descending preference:

- 1) HDES D programs and activities;
- 2) Component school districts;
- 3) Other public schools;
- 4) Adult education classes requested by the administrations of district community colleges or the Division of Higher Education of Oregon institutions;
- 5) State agencies providing services to children and families;
- 6) Other nonprofit groups of an educational, civic or service nature;
- 7) Private or commercial groups.

Where there is a question about the appropriateness of facility use, the superintendent is expected to consult with the Board chairman before granting such permission. No organization shall be eligible to use the HDES D facilities when, in the judgment of the decision-making authority, the activities proposed are detrimental to the building or its contents or unacceptable to the community or not in the public interest. The Board chairman may request that the matter be brought to the Board for a decision at its next meeting.

Waiver: Applicant shall indemnify, defend, and hold High Desert ESD harmless from any claim, loss, or liability arising out of or related to any activity on the Premises and any person who comes on the Premises at the invitation or with the acquiescence of Applicant. Applicant's duty to indemnify shall not apply to or prevent any claim by Applicant against High Desert ESD for injury or damage to Applicant or Applicant's property for which High Desert ESD may be liable.

I agree to the waiver and attest that the attached statements are true to the best of my knowledge. I and/or the organization I represent, understand that any violation of the provided agreement will result in forfeiture of deposit and immediate termination of event.

Representative

Date

Organization

Please read each of the following Rules and Regulations and initial where indicated. Your initial will serve as your understanding and acceptance of the rules and regulations.

Initial

Skyliner Lodge Rules and Regulations

- _____ 1) Applicants must be at least 21 years of age and assume complete financial responsibility for: payment of fees, set-up and clean-up, any damages to equipment and/or property during rental use. Renter must provide adequate supervision of scheduled event.
- _____ 2) Parking is allowed in designated areas only. Skyliner Lodge has limited parking.
- _____ 3) **Reservations are confirmed only when the Building Use form has been signed, the Rules and Regulation agreement completed and a \$100 deposit received.** Payment is due in full 30 days prior to the scheduled event. Caterers, musicians, setup/cleanup crews and other event help used for the event must adhere to the use times listed on this contract.

A \$250 CLEANING FEE WILL BE CHARGED if the facility is not left in the same condition it was in upon arrival.
- _____ 4) **Certificate of Insurance:** The user will be required to provide the district with a Certificate of Insurance with a minimum limit of \$1,000,000 per occurrence and naming High Desert ESD as Additional Insured.
- _____ 5) **Serving Alcohol:** It is the responsibility of the representative signing this agreement.
- _____ 6) **Caterer/Rental Company Information:** Provide contact names and numbers of caterer/rental companies used for the event.
Caterer Company: _____ Phone Number: _____
Rental Company: _____ Phone Number: _____
- _____ 7) **Keys:** The renter is responsible for the key that is issued. Failure to return the key will result in charging the credit card on file \$100. Arrangements to get the key should be made with HDESD.
- _____ 8) **Rental Items:** All rental items must be removed by 7:00 am the day following the event unless other arrangements have been made.
- _____ 9) **Cancellation:** The HDESD reserves the right to cancel at any time any and all permits issued for use of its facilities when such action is necessary for the best interests of the district.
- _____ 10) **Garbage Removal:** Renter is responsible for removing their own trash. If trash is left behind, the charge for disposing of trash will be charged to the credit card on file.
- _____ 11) **Removal or Modification of Trees or Vegetation:** is strictly prohibited without written prior consent.
- _____ 12) **Animals:** are prohibited except for the use of a service animal.
- _____ 13) **Candle Policy:** Flame producing candles are not allowed at Skyliner Lodge. Battery operated candles are allowed.
- _____ 14) **Decorating:** No nails or staples should be used.
- _____ 15) **Amplified Sound/Stereo:** Music is allowed outside during wedding ceremonies only. No amplified sound is allowed outside of the building during receptions at Skyliner Lodge.
- _____ 16) **Overnight Parking:** Overnight parking/camping at the event is prohibited without written prior consent.
- _____ 17) **Facility Capacity:** Dining Room 15x30 = 450 sq ft
Front room 16x11 = 176 sq ft
Backroom 16x11 = 176 sq ft
- _____ 18) **Reservable Space:** Renters may not deny access to public common areas. Rental of this facility entitles the renter to use the building and surrounding areas only.
- _____ 19) **Fireworks:** Are not allowed on park property.
- _____ 20) **Personal Briquette BBQs:** Are prohibited. Propane BBQs are allowed.
- _____ 21) **Portable Fire Pit:** Is prohibited.
- _____ 22) **Rental allows access to the main facility only.** The basement and upstairs are off limits and should not be used for any reason.

SKYLINER LODGE RENTAL RATES

	MID-WEEK	WEEKEND
	Monday-Thursday	Friday-Sunday and Holiday
CLASS I Non-profit organizations, school districts, or government agencies utilizing the lodge for youth programs	No charge	No charge
CLASS II For-profit businesses utilizing the lodge for youth programs	\$100/day	\$100/day
CLASS III Non-profit organizations or government agencies utilizing the lodge for uses other than youth programs	\$35/hour 4 hour minimum	\$550/day
CLASS IV All other use	\$55/hour 4 hour minimum	\$550/day

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Half Day rental for set up or clean up may be possible if approved by High Desert ESD.

Contact: High Desert Education Service District
 Jamie Benton, Facilities Assistant
 541-693-5609
jamie.benton@hdesd.org

Correspondence & Payments: High Desert ESD
 Attn: Skyliner Lodge
 2804 SW 6th St
 Redmond, OR 97756