

The Cottonwood School of Civics and Science

Application for Use of Facilities/Building - 0640 SW Bancroft Street, Portland, Oregon 97239

Facility use information- Requires 20 days for processing

Name of Company/Individual requesting use:		Date(s) of Use	
Cottonwood School Event: Yes ___ No ___	Days of Week _____		
FOSWCS Event: Yes ___ No ___	M ___ T ___ W ___ T ___ F ___ Sa ___ Su ___		
Describe Activity Fully:	Frequency of Use		
	One Time ___ Weekly ___ Monthly ___		
	Other: _____		
	Time Requested	From: _____ .m.	
Total Attendance (Participants and Audience)	Will Activity Involve Concession Sales?	To: _____ .m.	
Will a Fee Be Charged to Attendees/Visitors For This Activity? Yes ___ No ___ Amount \$ _____	Equipment/Furniture Requested:		
One Time Charge: Yes ___ No ___ Weekly: Yes ___ No ___ Other _____	___ Tables (QTY ___)	___ Chairs (QTY ___)	
Indicate Accommodations Requested	___ Microwave	___ P. A. System	
	___ Great Room ___ Classroom ___ Front Garden Patio Area ___ Restrooms-Adult/ADA ___ Stage	___ Lighting	___ Computer
	___ Computer Lab ___ Kitchen ___ Side Parking Lot ___ Restrooms-Child Other _____	___ AV Screen	___ Projector

Fee Payment Information: For Non-school sponsored Activities

Agreed Rental Amount \$ _____

- Rental fees & proof of insurance is due no longer than 10 in advance of rental start date. Insurance attached to form: Yes No
- Facility reservations are confirmed with a use permit only after fees are paid

Payment by: ___ Cash ___ Check ___ Credit Card

Name on Account: _____ (PLEASE PRINT) Credit Card Account Number: _____

Billing Address: _____ Expiration date: _____ Card Code: _____

I hereby agree to pay all additional costs*, incurred after issuance of this facility use permit, associated with my use of the above listed facility. I give permission for The Cottonwood School to charge these additional costs to the credit card number provided. (*Additional charges: costs associated with extending the hours of use including additional room rental, custodial time and/or faculty representative fees, damage to the facility or equipment, or other costs determined by The Cottonwood School.

X _____
Signature Date

Terms of Use (Unsigned applications will be returned)

I, the undersigned, on behalf of the organization noted below and myself (hereafter referred to as **Applicant**), hereby agree to monitor and control the persons in and about the facility associated with building use and pay for any damage beyond ordinary wear and tear which may occur to this property as a result of my use. **Applicant** will carefully inspect the facility prior to use and determine it is configured and equipped so as to be safe for intended use and the persons who will be in the facility. **Applicant** further agrees that the facility will be used in accordance with rules and regulations of the CSCS and that **Applicant** shall defend and hold CSCS harmless from and against claims arising from use of the premises. **Applicant** understands that CSCS reserves the right to cancel this permit for school purposes or for other priority reasons. **Applicant** understands and agrees to the terms of use as described above/and on page 2 of this application.

X _____
Signature of authorized representative Printed name, Title Date of Application

Name of Organization Residence Telephone

Address City State Zip Code Business Telephone

For School Office Use Only:

Application Fee Paid	Rental Fee Paid	Receipt #	Method of Payment	Proof of Ins. Recvd
\$ _____	\$ _____	_____	___CA ___CK ___CC (Visa/MC/Disc/Amex)	Yes No

Approval:

Printed Name of Signer: _____

X _____
Authorized CSCS Personnel Date

Approved	Denied	Returned
Reason: _____		
Permit # _____		Return Date: _____

Return form with payment to:

CSCS, Facilities Use, 0640 SW Bancroft Street, Portland, OR 97239 • Office: 503-244-1697 • FAX: 503-244-1709

USE OF THE COTTONWOOD SCHOOL FACILITIES – PROCEDURES AND REGULATIONS

Application Procedures: The use of The Cottonwood School's facilities must be requested by written application. Applicants must be at least 18 years of age and agree to the conditions of use. Sections 1-2 must be completed entirely. Incomplete applications will be returned. Signed applications and a \$15 application fee must be received in The Cottonwood School office not less than 20 days prior to the date of requested use. A facility use permit will be issued upon payment of applicable fees.

Section 1 – Facility Use Information

Complete all portions of Section 1 – Describe the event or activity in full detail.

Hours of Use – All activity participants must comply with the hours of use and vacate the facility at the time noted on the permit. Additional time will result in an additional fee assessment.

Accessibility – Not all areas of the facility are ADA accessible. It is the responsibility of the applicant to inquire at the site to determine accessibility of both the facility and the specific area requested for the activity.

Safety Awareness – The permit holder and those working with the activity should familiarize themselves with the fire exits and locations of the fire extinguishers. Exits must not be blocked. Chairs and tables should not exceed the limits of the space and should not be placed in aisles or doorways. If extension cords are used they must not pose a safety hazard that would cause someone to trip or fall.

Kitchen Use – If kitchen facilities for the purpose of preparing or heating food are requested a CSCS employee must be on site to supervise the use of the equipment. There are additional fees assessed for this service.

Limitations – Unauthorized alcohol, drugs, tobacco, gambling and weapons are not permitted in the school building or grounds. Food and beverages are allowed only in the designated areas. Food is not allowed in classrooms or the computer lab. Advertising or sale of merchandise at The Cottonwood School facilities is prohibited without prior approval. Facilities may not be used for commercial purposes.

Section 2 – Fee Payment Information

Application Fee – A \$15.00, non-refundable, application fee is required for non-school activities and must accompany the application. Otherwise, the application will be returned. Rental fees will be assessed for all activities that are not an extension of a school program. Fee information can be obtained by contacting the school office at 503-244-1697. Payment in full must be made upon receipt of the Invoice. Facility reservation is not guaranteed until the invoice payment has been submitted to the CSCS office.

Credit Card Payment – The \$15.00 application fee and the rental fees may be paid by Visa, MasterCard, Discover and American Express.

Cancellation by User Groups – Notice of cancellation must be made to the CSCS office at least 10 business days prior to the event. A \$50.00 non-refundable processing fee will be retained. An additional 10% of the rental fee will be retained if notice of cancellation is less than 10 business days prior to the activity. 100% of rental fees will be retained if notice of cancellation is less than 24 hours prior to the activity.

Cancellation by CSCS – If cancellation by the school is necessary due to a school activity, CSCS staff will contact the permit holder. Cancellation will be made at least 5 days prior to the activity. Every effort will be made to relocate the event. Rental fees will be refunded if the activity cannot be moved to another date or location in the facility.

Building Use Permit – A CSCS permit will be issued upon full payment of fees. The permit must be presented at the facility at the time of the event. Changes to the permit will require a new application approved by the facility/business manager plus an additional \$15.00 application fee.

Section 3 – Terms of Use

Supervision – The applicant agrees to supervise and accept responsibility for the activity and conduct of all participants in compliance with school regulations (conditions of use listed in pages 1&2 of this application). In the absence of a school director, the office manager, business manager or board member has authority to enforce compliance with the regulations.

Liability – The applicant agrees, by signature, to assume liability for damages that occur as a result of the activity. Damage costs will be billed to the permit holder.

Violations – Any violations of facility use procedures will be subject to cancellation of the use permit and restrictions for future uses.

Section 4 – School Sponsored Events and Activities

Please indicate if a school committee, organization, event or program is to be charged if special custodial overtime occurs as a result of a school sponsored event or activity.

Section 5 – Authorization

This form must be approved and signed by one of the following individuals: the school's director, financial director, office manager or business manager. Unsigned forms will not be processed.

Section 6 – Submitting the Application

The signed application and \$15.00 application fee must be submitted to the school office at least 20 days prior to the requested use. Send completed forms and payment to: The Cottonwood School, Facilities Use, 0640 SE Bancroft Street, Portland, OR 97239. For additional information call the CSCS office at 503-244-1697.