

**NEKOWIN VALLEY SCHOOL**  
**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization/Event: \_\_\_\_\_

Name of Person in Charge during event: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone during event \_\_\_\_\_

Number of people to attend: \_\_\_\_\_

Date(s) facility will be used: \_\_\_\_\_ Hours: \_\_\_\_\_

What is the nature or purpose of using the school? (i.e. wedding, workshop, family reunion, etc)

\_\_\_\_\_  
Name of guest speaker (if there is one): \_\_\_\_\_

Will there be an admission fee or funds solicited?  Yes  No

Admission fee: Adults \_\_\_\_\_ Children \_\_\_\_\_

How did you hear about Neskowin Valley School? \_\_\_\_\_

**RENTAL AGREEMENT:** The undersigned agrees to follow the rules and regulations for use of the school facilities as follows:

- a. **There will be no use of the upstairs classrooms by any organization.**
- b. The large room downstairs, kitchen, gym, decks, covered play area, and bathrooms are available for use. **The classrooms and offices downstairs are not available for use and will be kept locked. The classrooms and office may be used by NVS staff.**
- c. The Renter is responsible for restoring the building to its original condition.
- d. There will be no animals, firearms or smoking allowed in the school or on school property.
- e. If the group/organization provides alcohol, they must hire a licensed server.
- f. The group/organization is responsible for the cost of replacement of any item or fixture damaged beyond that due to normal use.
- g. All organizations requesting use of the building shall complete an application for use and a Hold Harmless Agreement. They must also submit a copy of their home-owners insurance policy before rental is considered secure.
- h. The school key must be returned in person to a designated school representative.
- i. Facility inspection checklist must be completed and signed with NVS Rental Monitor.
- j. Rental check must clear bank before rental is considered secure.
- k. Music that is audible outside of the immediate school area must end by 11:00 p.m.  
Out of respect to our neighbors, please keep the volume at a reasonable level.
- l. "Rental day" is from 8:00 a.m. to 8:00 a.m. the following day.
- m. Groups of 75 or more attendees must rent a portable toilet. Arrangements and payment are the responsibility of the Renter.
- n. **There will be no overnight camping in the school building or on school property.**

**Rental Fees:**

\$200 per day for groups of 1-25

\$350 per day for groups of 26-50

\$500 per day for groups of 51-75

\$650 per day for groups of 76-100

\$750 per day for groups of 101-150

\$200 security deposit (refundable if kept clean)

\$50 cleaning fee for groups of 1-25 (non-refundable)

\$100 cleaning fee for groups of 26-150 (non-refundable)

\$35 dumpster fee (for groups of 26-150)

\$50 per day for set-up (after 5:00 p.m. on day before rental day, if building is available)

\$50 per day for additional cleaning time (past noon the following day of rental, if building is available)

**Please write separate check for security deposit.** (Deposit is refundable if everything is left clean and in good condition.)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Would you like to be added to our mailing list to be notified of future NVS events?

Yes \_\_\_ No \_\_\_

**NESKOWIN VALLEY SCHOOL  
HOLD HARMLESS AGREEMENT**

I, the undersigned, hereby agree to save, indemnify, and hold harmless Neskowin Valley School from any liability or damages incurred by myself or any third party while using the school facilities on \_\_\_\_\_. I also understand that permission to use the facilities carries with it the duty to reimburse the school for any damage to the school and/or the school's property.

As representative of the group requesting permission to use the school facilities, I hereby agree to be responsible for any damage caused by members of my group.

(signed) \_\_\_\_\_

(print name) \_\_\_\_\_

(organization name if applicable) \_\_\_\_\_

\_\_\_\_\_  
(date)