

*Original*

APR 22 2026



**NEAH-KAH-NIE SCHOOL DISTRICT**  
504 N Third Avenue, Rockaway Beach, OR 97136

**APPLICATION FOR USE OF SCHOOL FACILITIES**  
Phone: (503)355-2222 Fax: (503)355-3434

<b>Application to Use:</b>	School / Facility Requested: Neah-Kah-Nie High School	Classroom No: Gym	Cafeteria Kitchen	Other Softball field 8/2/Field behind baseball diamonds 7/31-8/2
<b>Capacities:</b>	No. of Participants:	No. of Spectators:		
<b>Dates:</b> <input checked="" type="checkbox"/> Once ( ) Weekly ( ) Monthly ( ) Other	Day(s) of the Week: Friday, Saturday and Sunday  Date(s): 7/31, 8/1 and 8/2 of 2026	Hours: Arriving midday 7/31 for camping/ Sunday ceremony to take place from 11am to 4pm	Event Set-up Time: ( ) Admission will be charged <input checked="" type="checkbox"/> No Admission will be charged	
		Event Clean-up Time: 4pm on 8/2/2026		
<b>Activity:</b>	Type of Activity: Free community cultural event- "Offering to Our Healing Ocean"			
<b>Organization:</b>	Name: Huehcha Omeyocan Phone: 503-347-4248	Address: 1240 SW Goucher St. City: McMinnville State: Or. Zip Code: 97128		
<b>Applicant:</b>	Name: Lisa Avena Phone: 503-449-1079 Email:	Address: 1813 SE Locust Ave City: Portland State: Or Zip Code: 97214		
<b>Person Responsible:</b>	Name: Eduardo and Maria Cruz Phone: 503-347-4248 Email: huehcaomeyocan@yahoo.com	Address: 1240 SW Goucher St. City: McMinnville State: Or. Zip Code: 97128		
<i>The "Person Responsible" must be physically present during the entire event. The District must be notified in advance if an alternate person will be present and responsible.</i>				
<b>Custodial Information:</b>	Will food be served at your event? <b>Yes</b> If so, time event ends: 4pm on 8/2/2026	If you serve food, there is a minimum fee for 2 hours of custodial time to clean the facility. You are still responsible for reasonable clean-up. Arrangement for pay for custodial services shall be made between the group and the principal.		
	Does your event require a custodian? <b>No</b>	If yes, what times? Open _____ AM/PM Close _____ AM/PM		
<b>Kitchen Information:</b>	Does your event require use of the District kitchen? <b>No</b> If yes, what hours?	Use of District kitchen facilities require Food Service personnel to be on site. See attached Facility Use Fee Schedule for cost.		
	Name of individual with valid Food Handler's permit:	Food preparation must comply with city and county food handling guidelines.		

**Facility Usage Fees:**  
Fees are required to cover expense of water, electricity, and garbage. Payment is due 7 days prior to the event.

- \_\_\_\_\_ Custodial Staff Charge      Staff Assigned: \_\_\_\_\_
- \_\_\_\_\_ Food Services Staff Charge      Staff Assigned: \_\_\_\_\_
- \_\_\_\_\_ Kitchen - \$100.00 per hour
- \_\_\_\_\_ Classroom / Cafeteria - \$25.00 per hour
- \_\_\_\_\_ Gym - \$50.00 per hour
- \_\_\_\_\_ Locker Rooms - \$25.00 per hour
- \_\_\_\_\_ Field - \$100.00 per day

**NEAH-KAH-NIE SCHOOL DISTRICT**

**APPLICATION FOR USE OF SCHOOL FACILITIES (Cont.)**

<b>Agreement:</b>	<ul style="list-style-type: none"> <li>- Applicant certifies that all information is true and correct and that they have the authority to make this application.</li> <li>- Applicant agrees to observe the District Board Policies and Building Rules and Regulations.</li> <li>- Upon issuance of this permit, applicant will provide supervisory, monitoring, safety, or other personnel reasonably necessary to protect persons and property involved in activities pursuant to the permit issued.</li> <li>- Applicant agrees that execution of the <i>Facility Use Liability Release</i> is required in order to obtain District permission to use the facility.</li> <li>- Food handling and preparation in Neah-Kah-Nie School District facilities must comply with Tillamook Health Department guidelines.</li> <li>- A District employee or designee must be on duty during the event and Applicant must pay all fees, including custodial fees. See attached <i>Facility Use Fee Schedule</i>.</li> <li>- If the use of requested facilities is in conflict with a future school function, every attempt will be made to notify Applicant that the approval has been revoked.</li> <li>- Payment of all applicant facility use charges is due no later than seven (7) days before the event.</li> <li>- Applicant must notify the District of a cancellation at least 48 hours before a scheduled event.</li> </ul>	
	Signature of Applicant: <i>Lisa Avena</i>	Date: 04/20/2026
<b>Insurance:</b>	Liability insurance is required in the minimum amount of \$2,000,000 as a condition for the issuance of any permit. Such insurance shall name the Neah-Kah-Nie School District as additional insured. A certificate of insurance shall be provided to the District prior to the issuance of the permit for facilities use. Groups using facilities or grounds for athletic/sporting events must also verify liability coverage applies to spectators and provide verification of participant accident coverage. Groups involving youth must also provide verification of abuse/molestation liability coverage.	
	Date Received:	Superintendent approval for waiver:

**INSTRUCTIONS TO REQUEST USE OF DISTRICT FACILITIES**

To request use of District facilities, please complete this *Application for Use of School Facilities* and the *Facility Use Liability Release*. If you want to use District facilities for a recurring event, you will only need to complete the application once. However, if at any time information about the event changes, you will be expected to complete a new request.

Submit the completed forms and proof of insurance to the building Principal for the school facility you want to use. Once your request is processed, you will be notified by the Principal's secretary regarding whether the request has been approved or denied and any applicable fee(s) for use of the facilities. All fees must be paid to the building Principal no later than seven (7) days before the event.

For questions about how to request use of District facilities, please contact \_\_\_\_\_.

DISTRICT USE ONLY		
<input type="checkbox"/> Usage Approved	<input type="checkbox"/> Usage Denied	<input type="checkbox"/> Notified Applicant
<input checked="" type="checkbox"/> Proof of Insurance on file <i>BG</i>	<input type="checkbox"/> Liability Waiver on file	<input type="checkbox"/> Posted to Calendar
<input type="checkbox"/> Custodial Dept. notified Custodial Staff assigned:	<input type="checkbox"/> Food Services notified Kitchen Staff assigned:	<input type="checkbox"/> Total Fees Charged
Principal Signature		Date:
District Office Approval <i>[Signature]</i>		Date: <i>4/20/26</i>