



Tigard-Tualatin School District 23J

After-School Activity Application 2022-2023

Each group desiring to use school facilities for an after-school activity must submit a completed, signed application along with a non-refundable application fee of twenty-five dollars (\$25.00). This fee will be applied to the total amount owed; however, in the event of cancellation by the applicant the application fee is non-refundable and non-transferable. An application should be submitted for each school for each session. Applications *must* be received by the due date listed below to be considered. Return completed packet to Katie Anderson, kanderson2@ttsd.k12.or.us. (503) 431-3781. In addition to this application you will need to request an account on our Mazevo booking system <https://ttsd.mymazevo.com/>. After your account has been approved you may enter your facility use requests. Requests on the booking system must be made at least 14 days in advance of the first ASA date.

***PLEASE NOTE: APPLICATION WILL NOT BE ACCEPTED UNLESS COMPLETED IN ITS ENTIRETY AND ALL FEES HAVE BEEN PAID. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

1. FACILITY INFORMATION

- Fall - Applications due between 8/15/22 and 9/6/22. Sessions runs between 9/19/22 - 12/15/22.
- Winter - Applications due on or before 12/12/22. Sessions runs between 1/9/23 - 3/16/23.
- Spring - Applications due on or before 3/6/23. Sessions runs between 3/27/23 - 6/01/23.

If classes are canceled due to lack of enrollment please notify the facility use coordinator, school, and parents at least one week prior to the intended start date of the class.

Schools requested: _____ Begin Date: _____ End Date: _____
(Attach list of actual dates if reoccurring event)

Day(s) of Week: M _____ T _____ W _____ TH _____

After School Activity: _____ Number of people using facility: _____

Facilities requested for use: Classroom _____ Library/Media Center _____ Field _____ Gym _____

Did building use secretary preapprove this after-school activity? Y _____ N _____ Class Fee \$ _____

2. APPLICANT INFORMATION (MUST BE COMPLETED)

Applicant/Organization: _____ Contact: _____

Phone: _____ Email: _____

Billing Address: _____

City/State: _____ Zip Code: _____

Alternate Contact Person: _____ Phone: _____ Email: _____

Select one:

____ Applicant is a corporation, limited liability company or a partnership authorized to do business in the State of Oregon and thereby has workers' compensation insurance coverage.

____ Applicant is a sole proprietor working as an independent contractor and thereby does not have workers' compensation insurance coverage.

3. INSTRUCTOR INFORMATION (MUST BE COMPLETED, list ALL instructors-attach additional page if needed)

- **Criminal History Background Check & Fingerprint-Based Criminal Records Check**
 - **All** instructors working in the after-school activity are required to complete a criminal history background check every 3 years. Background checks are processed online through Helpcounter: helpcounter.net/ttsd. [\(Click here for detailed instructions\)](#)

- *If criminal history background check has already been completed by TTSD within the last 2 years or you are currently enrolled in the Central Background Registry with the Oregon Department of Education, you do not have to repeat the process this year. * Submit supporting documents with application.*
- *We can only accept background checks completed by TTSD or ODE.*
- In addition to the criminal history background check, TTSD requires a one-time fingerprint-based criminal records check for **all** instructors. All fingerprinting is done through Fieldprint.
- For registration and scheduling go to: <http://fieldprintoregon.com> . If you have any difficulties you can reach customer service at (877) 614-4364 or via email at: Customerservice@fieldprint.com.
 - You will need the following code to make the appointment: FPTigardTualatinSD23J (case sensitive).
 - Under "Employee Of" please list CONTRACTOR
 - Under "Position" please list AFTER-SCHOOL INSTRUCTOR.*Please note that the Oregon Department of Education has issued this code for the sole use of Tigard-Tualatin School District. Unauthorized use of this code could result in cancellation or denial of future use.
- *If fingerprinting has previously been completed by TTSD you do not have to repeat the process. If fingerprinting was previously completed by another school district, the records may be transferrable. To request records transfer complete the [School District Fingerprint Verification](#) form & submit with application.*
- *Instructors who are currently enrolled in the Central Background Registry with the Oregon Department of Education Early Learning Division Office of Childcare with an enrollment date **after** 1/01/2017, both background check and fingerprinting are covered. An enrollment date **prior to** 1/01/2017 covers background check only so fingerprinting will be necessary. *Submit copies of enrollment letters with application.*
- Online background check processing fee is \$4.25 per person, payable to TTSD.
- Fingerprinting processing fee is \$59.00 per person, payable to TTSD.
- Include a copy of the TTSD "approved" background check email(s), fingerprint receipt(s) and/or an ODE Central Background Registry Enrollment letter(s) with this application.
- *Please note that applications cannot be approved until we have verified results.*

Instructor's Full Legal Name _____ Returning Instructor? Y ___ N ___

Has the District-Required Criminal History Background Check been completed? Y ___ N ___ When? _____

Has the District-Required Fingerprint Records check been completed? Y ___ N ___ When? _____

Instructor's Full Legal Name _____ Returning Instructor? Y ___ N ___

Has the District-Required Criminal History Background Check been completed? Y ___ N ___ When? _____

Has the District-Required Fingerprint Records check been completed? Y ___ N ___ When? _____

4. INSURANCE & INDEMNIFICATION

Insurance. The District requires Certificate of Insurance for all groups using District property. The application cannot be approved until TTSD receives certificate(s) of insurance demonstrating applicant meets all of the insurance requirements. Each provider of certificate or policy holder shall provide there shall be no cancellation, termination, material change or reduction of limits of the insurance without prior written notice to TTSD. For all general liability coverage, the certificate shall also provide an endorsement to this effect and name TTSD as additional insured with respect to Vendor's services provided under the application. ([Click here for sample certificate](#))

- Tigard-Tualatin School District must be listed as the certificate holder and additional insured with endorsements: Tigard-Tualatin School District, 6960 SW Sandburg Street, Tigard, OR 97224.
- Insurance Requirements: General Liability: \$2,000,000/occurrence \$3,000,000/aggregate, Workers' Compensation: yes / statutory \$1,000,000 employer's liability, Auto Liability: \$1,000,000, Professional Liability (\$1,000,000) may be required if applicable.
 - Gap in insurance amounts can be covered by Umbrella Liability Coverage (example, if you have \$1M/occurrence, \$2M/aggregate, & \$1M Umbrella - the coverage would be adequate.)
 - If auto insurance is not included in the liability insurance and the vendor will be driving onto TTSD property, a copy of the auto insurance card(s) is required for all persons that will be driving onto district property.
 - If Vendor is a sole proprietor, worker's compensation coverage is not required.

- For questions regarding insurance coverage or sole proprietor exceptions, contact Tara Baumann at tbaumann@ttsd.k12.or.us or 503-431-4076.

Facility user agrees to comply with all regulations governing the use of the facilities including but not limited to, no alcohol, no tobacco products and no food or drinks other than water in the gyms as established by the Board of Directors of Tigard-Tualatin School District 23-J, including OR-OSHA and state fire marshal regulations. The undersigned will exercise due care in the use of the facilities and pay for such damages as may arise from such use. The undersigned is solely responsible for loss, damage, accidents and personal injury arising out of use of the facility.

Indemnity. Applicant agrees that if a permit is issued hereto, applicant will provide supervisory, monitoring, safety and other personnel reasonably necessary to protect persons and property involved in applicant's activities pursuant to permit hereunder. Applicant further agrees to save, hold harmless and indemnify Tigard-Tualatin School District 23J, its Board of Directors, officers, agents and employees for and from all claims, demands, liabilities, and obligations, including attorney fees and costs, that they may be required to pay by reason of or incident to the use of the District's facilities by applicant.

5. INFORMATION ABOUT YOUR RENTAL

In the event of a building closure due to inclement weather or an emergency, the information will be posted on the FlashAlert.net site. You can receive an immediate announcement by signing up for a Flash Alert message.

- No alcohol or smoking allowed on district property.
- All multiple date users must pay ¾ of the estimated fees at least 5 days prior to start date.
- Most reservations will include a 15 min set up and take down time. Additional fees will be assessed if user goes beyond reserved times listed on confirmation.
- No food or drink other than water is allowed in all Elementary and Middle School gyms.

Submission of this application does not guarantee activity and/or facility use. Program & space reservation will be issued through written confirmation only after the Facility Use Coordinator & Business Office have approved the application. Confirmation will provide actual dates approved, estimated fees and all payment information. Applicant is responsible for informing all participants of District guidelines and payment of fees.

*All cancellations must be made 48 working hours in advance of event or you will be billed for time reserved. *

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Please make checks out to Tigard-Tualatin School District and mail to:

*Application fee of \$25.00 to **Attn:** Katie Anderson at TTSD, 6960 SW Sandburg Street, Tigard, OR 97223

*Background checks \$4.25 each, Fingerprinting \$59.00 each to **Attn: Katie Anderson** at TTSD, 6960 SW Sandburg Street, Tigard, OR 97223

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|--|---------------|-----|--------------|---|
| FOR OFFICE USE ONLY: | COI Received? | YES | NO | Expiration date: _____ |
| Instructor background checks verified: | YES | NO | _____ | By: _____ |
| Fingerprints verified: | YES | NO | _____ | By: _____ |
| Application fee paid? | YES | NO | Check# _____ | Background/fingerprint fees paid? YES NO Check# _____ |
| Facilities APPROVED? | YES | NO | By: _____ | Business Office APPROVED? YES NO By: _____ |