

McMINNVILLE SCHOOL DISTRICT BUILDING RENTAL PROCEDURES

1. All organizations, groups and individuals shall submit a completed building use request form ten (10) days prior to requested use date.
2. Applicant shall obtain a building use request form from the building office. The building office will verify the availability of the area requested. Requests must be signed and billing information provided.
3. Applicant shall have the building use request form approved by the building principal.
4. The building principal will forward the building use request form to the Facilities and Operations Manager for final approval and determination of rental charges.
5. A copy of the approved rental agreement will be provided to the applicant and building principal.
6. **Advance payment at the District Office at 800 NE Lafayette Ave., McMinnville, OR 97128 is required at least 7 business days prior to the first rental date.
Hours: 7:30 a.m. to 4:30 p.m., Monday-Friday.**
7. Any cancellation of an approved building rental must be made at least three (3) days in advance of the use date for a refund of charges.