

Athena-Weston School District 29J

Code: **KG**
Adopted: 11/09/98
Readopted: 8/10/15
Orig. Code(s): ECAA; KG

Use of District Facilities

General

As provided by and in conformance with the statutes of the state of Oregon, the district may authorize the opening of district buildings and property for any lawful purpose.

The superintendent and the principal in charge of the facility are the only individuals delegated authority to permit use of any district owned facility other than a request may be deemed advisable to be subject to individual action of the Board.

The classrooms, library, home economics and vocational agriculture rooms may be used for other than school purposes by community groups. Any charge for lights or janitorial services will be fixed in advance.

All meetings shall be properly scheduled with the principal and acceptable responsibility determined for the groups' actions. Any damages resulting from sponsored meetings shall be assessed against the sponsor and further use of facilities denied until such damages shall have been paid.

A school cook shall be present for supervision and shall be paid the regular hourly rate when kitchen facilities are being used.

The gymnasium, locker rooms, facilities, etc., may be used by other than school organizations upon the following terms:

1. A proper sponsor shall be determined who will assume liability for all breakage, improper usage and actions not within authority granted in using the building;
2. Prior scheduling for use of the gym shall be made with the principal;
3. School activities, games, etc., are always to have preference in scheduling;
4. Equipment, clothes, etc., belonging to the students, student body or district shall not be used without prior consent of the principal;
5. The gymnasium may be used by student body for major dances. Public dances are not to be permitted without board consent.

Personal use of the shop facilities is forbidden to all members of the public, including employees of the district, unless the use is to foster the educational program or incorporate into a community school project.

No person shall enter or remain upon land or a building owned or controlled by the Board without authority from the person in charge of said land or building to so enter or remain; nor shall any person being lawfully upon land owned or controlled by the Board fail or refuse to depart there from immediately upon direction to do so given by a district official or officer of the law.

Land Lab

The Land Lab is an extension of the agriculture and science classrooms of the district. The Land Lab is under the direct supervision of the Land Lab supervisor. The Land Lab supervisor is the individual responsible for the supervision, care, collection of fees and control of the Land Lab. This individual reports to the high school principal. The supervisor shall enforce the following policy in relation to Land Lab usage.

1. Land Lab usage shall be assigned the following priorities:
 - a. Student projects associated with the curricular offerings of the district.
 - b. Individual projects of 4H Club members residing in the district.
 - c. Special animal usage on a short-term basis to control plant growth.
2. Land Lab usage must be approved by the supervisor prior to a project being placed on the premises.
 - a. Land Lab usage shall be denied and the project removed if the user fails to maintain his/her assigned area in a clean and appropriate condition.
 - b. Users shall not remove, remodel or alter the facility without express consent of the supervisor and superintendent.
 - c. Approved alterations shall become permanent and the property of the district, unless otherwise specified by the superintendent
3. Use of Utilities
 - a. The use of electricity at the Land Lab shall be for light only, unless prior arrangements have been made to reimburse the district for additional power consumption.
 - b. The use of water shall be restricted to consumption by project animals and the cleaning of concrete floors and/or pens. All use of water shall be approved by supervisor and superintendent and subject to fee.
4. User Fee
 - a. A project user fee, per pen, per month, shall be set by supervisor and approved by the Board, payable in advance to the district.
 - b. A \$25 refundable deposit shall be paid to the district. This deposit shall be refunded upon the satisfactory acceptance of the users' area by the supervisor.
5. Liability
 - a. The district is held harmless in case of loss or injury to the users and/or their projects while on the premises of the Land Lab.

- b. Damages caused by either the user or the project of the user shall become the liability of the individual user. Reimbursement for assessed damages shall be paid promptly by the offender/offender's owner to either the district or to the other user.

6. Warehouse Usage

- a. The storage of feed, straw and/or machinery, other than that necessary for a user's project, shall be forbidden.
- b. One building may be reserved for the storage of district owned equipment.

7. Use of Equipment

- a. Neither tools nor equipment are to be loaned for removal or use outside the district's facilities for personal or commercial use, except as authorized by the supervisor and superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials

KGF/EDC - Authorized Use of District Equipment and Materials

KI - Public Solicitation in District Facilities