

<p style="text-align: center;"><b>Brookings-Harbor School District 17C</b></p>
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Code: **KG**  
Adopted: 8/17/92  
Revised/Readopted: 10/22/03; 3/18/15  
Orig. Code(s): KG

### **Community Use of District Facilities**

The Board encourages community use of school facilities when such use does not interfere with the regular educational program. In addition to providing a service to community organizations, full utilization supports better integration of the school and community.

Use of district facilities for other than school purposes shall be limited to educational, cultural, recreational, religious and entertainment purposes. Such activities shall be wholesome in character and shall not be defamatory, derogatory, destructive or immoral, but neither the Board nor staff shall be responsible for censoring productions, entertainments or programs performed under a rental agreement. The welfare of the school system and the community shall be paramount at all times. When, in the judgement of the administration, compliance with a request may endanger that welfare, said request shall be denied.

It is the Board's policy that use of school facilities be available to all patrons on an equal basis. School buildings, grounds or equipment will not be used without administrative authorization. Religious activities shall be clearly separated from district-sponsored activities so that it is clear that the district does not support, or appear to support, the practice of a particular religion.

#### **Application for Use**

Application for a written permit to use district facilities shall be made to the principal or his/her designee at least seven calendar days in advance of proposed use. The written permit shall state:

1. Facility desired;
2. Date of use;
3. Equipment used and needed;
4. Purpose of the meeting;
5. Name of the group;
6. Name, address and telephone number of person responsible; and
7. Number of participants or at least the best estimate.

The organization's representative shall be held fully responsible for the fulfillment of the agreement.

The principal or his/her designee will be responsible for maintaining a calendar of all district building use.

The superintendent or his/her designee shall be responsible for the assessment of all fees connected with the utilization of facilities. He/She shall also be responsible for any complaints stemming from the fee schedule. The principal shall handle all complaints regarding the facility itself.

The user shall indemnify and defend the district from all claims, loss, liability and expense (including reasonable attorney fees) in any manner whatsoever arising from or related to use of facilities by user. The user, prior to the commencement date, may be required to obtain at user's expense and deliver to the district a policy of public liability and property damage insurance which shall: 1) name user and district as co-insureds; 2) cover all risks directly or indirectly arising from or related to user's use of facilities; and 3) provide that such coverage will not be reduced or terminated without 30 days' prior written notice to district.

User will promptly vacate facilities on a temporary basis if, when, and as ordered by district personnel. User's use privilege may be permanently terminated at any time by district.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.172](#)

**Cross Reference(s):**

EDC/KGF - Authorized Use of District Equipment and Materials

KA/KAA - District-Community Relations Goals and Objectives

KGF/EDC - Authorized Use of District Equipment and Materials

KI - Public Solicitation in District Facilities