

Community Use of District Facilities Procedures

Regulations Covering Use of Facilities

Groups using the facilities will be classified in Class I, II, III, IIIa, IV or V. Priority for use is in the order listed with Class I being the highest priority.

Form 1016 must be completed by the applicant and the building principal in all cases where facilities are used except for Class I. In Class I the building principal will approve or deny the request. In Classes II, III, IIIa, IV and V, the building principal will have the applicant complete Form 1016 and the principal will indicate on the form whether the building is available and if his or her approval is given for using the facility.

A copy of the form must be sent to the business manager's office. The business manager will determine the classification and charges and have a Form 1015 rental agreement prepared for the user's signature. If labor charges are involved, or if supplies are used by Class I user, Form 1016 must be completed. For liability reasons, facilities must not be used in Class III, IIIa, IV and V until the rental agreement Form 1015 has been prepared and signed by the user and the business office. A copy of the rental agreement will be sent from the business office to the building principal when it has been completed.

After the facilities have been used, the principal or the principal's designee must send Form 1016 to the business office indicating the date(s) used, the facilities used, the number of hours used, the hours and type of labor involved and other pertinent facts. From this information, the business office will determine costs and bill the user. The school should not collect for the charges. This will be done by the business office.

The following classification criteria are to be followed for the use of all facilities. The classes are listed in order of priority.

CLASS I

For School District Activities

- A. School-sponsored activities for students.
- B. School-sponsored activities for parents.
- C. School-related groups and organizations (sponsored by the school).

CLASS II

Recreational and Educational Programs in the District

- A. Adult education classes sponsored by the district.
- B. City park and recreation-sponsored programs (approved by district).
- C. Parent and/or community organization-sponsored programs approved by the district for youth of the district.

The following rules will apply to summer activities (i.e., sports camps, music programs, drama) that are permitted to use district facilities rental free under Classification II.

- A. No salary will be paid for staff or student helpers.
- B. Participant fees may be charged for actual expenses. Any money collected beyond actual costs will revert to the Associated Student Body Funds and may be earmarked for a particular sport, such as basketball or soccer.
- C. The school bookkeeper will keep all records, which will be subject to district audit of all revenues and expenses.
- D. The regular application and contract forms will be completed.
- E. Only students residing in the district may participate.

CLASS III

Civic and Service Use

A deposit may be required prior to using facilities. Fees for a Class III organization's money-raising ventures for the organization's treasury or for private commercial gain will be charged at Class IV or Class V rates.

- A. Community organizations of a civic or service nature.
- B. Church-sponsored activities if fees or donations are not collected.
- C. Church services (See Board policy KG, Community Use of District Facilities).
- D. County, city, state and federal agencies.
- E. Local water boards, commissions, etc.
- F. Adult or youth education programs sponsored by local educational institutions (Western Oregon University, etc.)
- G. Adult groups residing in the district if no fees are charged to participants beyond the rental costs.
- H. Local nonprofit organizations residing in the district if no fees are charged to participants beyond the rental costs.

CLASS IIIa

Civic and Service Use

- A. Adult groups and local nonprofit organizations residing in the district if no fees are charged to participants beyond rental costs and facilities are leased at least 20 hours per month.

CLASS IV

Miscellaneous (Nonprofit organizations, out-of-district groups, profit-making education classes, etc.)

A signed rental agreement will be required prior to using facilities. A deposit may be required prior to using facilities.

- A. Local nonprofit organizations collecting admission fees or donations (including church groups for activities other than church service).
- B. Out-of-district groups if no fees are charged.
- C. Profit-making organizations if no fees are charged.
- D. Adult or youth education classes sponsored by profit-making individuals or organization (dance exercise classes, lectures, real estate classes, summer activities, i.e., drama, music, sports camps).

CLASS V

Private Interest Groups

A deposit will be required prior to using facilities.

- A. Profit-making organizations charging admission fees (see exceptions for adult and youth education classes, Item D. Class IV).

General Rules

No one group will be allowed to use the same facility more than three times during a week for the same activity. If the facility is not being used, an exception to this statement could be made by the administration.

If a group is granted use of a facility for more than the stated three days a week, the additional days may be curtailed if another group applies for use of the facility.

No group will be granted the use of any facility without the presence of a supervisor approved by the building principal. The building principal shall maintain a record of the name and phone number of the supervisor.

Facilities shall not be used for Class II, III, IIIa, IV or V activities unless Form 1016 has been completed and permission granted by the appropriate building administrator and the business manager.

One copy of Form 1016 must be sent to the business office after approval has been granted by the building administrator.

If the applicant fits into Class III, IIIa, IV or V both Forms 1015 and 1016 must be completed and signed by the applicant before the facilities may be used. The business office will prepare the forms and rental agreement and sent to the applicant before the facilities may be used. The business office will prepare the forms and rental agreement and sent to the applicant for signature. A copy will be sent to the building principal after the signature has been obtained.

Issuance of keys to other than district employees is not recommended. If the principal feels it is necessary to issue a key, a \$25 deposit (retained by the school) must be charged and Form 1014 must be completed in triplicate. One copy should be given to the person to whom the key is issued, one copy must be sent to the business office and one copy should be retained by the school issuing the key.

The use of alcoholic beverages and illegal drugs is prohibited on district premises. Smoking is prohibited on district property.

Equipment and furniture, including pianos, shall be used and moved only with approval of the building principal or his/her designee and may not be moved from the premises.

Items of equipment such as audio-visual equipment, athletic equipment, chairs, bleachers, etc., will not be loaned or rented for use off the school premises.

Buildings shall be closed at the time the custodian goes off duty. Groups using facilities beyond the regular closing time will be charged the regular rental rate plus custodial and/or supervision charges as shown on the fee schedule. The buildings may be used after the normal closing time only if a supervisor approved by the building principal or his/her designee is present.

If approval has been given a group to use facilities and it is determined that for some reason the facilities will not be available, at least three days notice, if possible, should be given the applicant and the reason for the cancellation by the building principal or the business manager.

All school employees who supervise school facilities will be paid by the district unless other arrangements are made with the business manager. The district will be reimbursed by the user. All billings will be handled by the business office. Schools are not to make any payments to supervisors, custodians, cooks, students, etc.

Any organization sponsoring the use of the buildings or grounds shall provide a district-approved supervisor without cost to the district for the entire time facilities are in use and shall assume liability for any accidents that may occur upon the grounds or in the buildings during the times such facilities are in use under its supervision.

The maximum number of people permitted in any school facility shall be restricted to its seating capacity as indicated by the fire marshal.

The district reserves the right to require police supervision at any event the administration deems necessary and to charge the user for that supervision.

All users of district facilities must comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

The business manager, building administrator or designated supervisor has the right to stop any activity at any time if in his or her judgment there are violations of these laws.

School facilities may be used by groups or individuals for religious purposes outside the regular school hours, under specific conditions.

These regulations give specific conditions for building usage after school hours.

Baccalaureate exercises which are religious in nature may not involve the use of school funds or school time. Such an activity may be held in a school building as a Class II C. activity.

Special Facilities and Equipment

Gyms and/or Multi-purpose Rooms

School gymnasiums and multi-purpose rooms may be used for purposes and activities appropriate to the facility. Gym shoes may be required of participants in all active sports and games.

Cafeteria

Kitchen facilities may be used under the supervision of an appropriate school employee.

An appropriate school employee would be one approved by the school principal who would assume the responsibility of working with the food services prior to the activity and seeing that the kitchen facilities are left as mutually agreed. These functions would not involve actual food preparation or operation of equipment but would include such things as receptions or potlucks.

Where actual food preparation is to be done in the school kitchen, regularly employed kitchen workers must be on duty. The actual number required depends upon the activity and must be determined by the food services manager.

The food services manager will determine which cooks will be on duty. Equal opportunity must be given to all cooks to work regardless of their rate of pay.

Groups using the kitchen and cafeteria facilities for dinners or banquets served by district cooks will be charged on a per plate basis as computed by the business office, plus custodial and/or supervision charges.

Use of Outside Facilities

The use of outside facilities will require that the regular application Form 1016 be filled out by the user.

Organizations using outside facilities will be expected to provide for clean-up of grounds. Organizations not providing the necessary clean-up will be charged for groundskeeper wages plus payroll costs as indicated on the fee schedule.

Administration

Applications for use of school facilities shall be submitted to the school principal on application Form 1016 provided by the district. The application must be signed by an adult who will be responsible for the care of the facility.

A group will not be admitted into the building before the arrival of the approved supervisor who is responsible for the use and care of the facility. Class I groups may be exempt from this provision at the discretion of the building principal.

The Building Principal's Responsibilities Are:

- A. Provide the prospective user with a Form 1016.
- B. Ascertain that the requested date(s) will fit into the building use calendar and does not violate district policy.
- C. Determine that the proposed activity will not interrupt the school program.
- D. Determine that the proposed activity will not be harmful to the school facility.
- E. See that appropriate supervisors are available.
- F. Complete Part II of Form 1016 and send a copy of the form to the business office.
- G. Prevent the requesting agency from using the facility until a signed copy of the Form 1015 rental agreement has been received from the business office.
- H. Send a copy of Form 1016 to the business office after the school facilities have been used so the appropriate charges can be billed to the user.

When the designated person is not available, the business administrator or his/her designee will determine the availability of the facilities.

All questions pertaining to the use of school facilities not covered in this publication should be referred to the business office.