

# Condon School District 25J

Code: **EDC/KG/KGF**  
Adopted: 4/12/94  
Readopted: 11/09/05; 11/12/08; 4/13/16  
Orig. Code(s): EDC/KGF

## Authorized Use of District Facilities, Equipment and Material

The Board believes that although district equipment is purchased by taxpayers, the equipment is primarily purchased to provide for and/or enhance students' educational programs. It is the Board's responsibility to protect and maintain this equipment. The Board is also responsible for, establishing guidelines concerning equipment which may be used by the public and conditions under which it can be used. Equipment will be available only to the district's community members and district employees and authorized use shall be consistent with ORS chapter 244.

In all cases of public use, equipment shall not be used for private financial gain. An Equipment Use form must be submitted and approved, and all conditions outlined on the attached district equipment list must be adhered to. Equipment use fees will be established by the Board for equipment use requests involving private gain. In the event of "excessive damage," a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

The Board reserves the right to require a deposit and/or assess fees for community use of district facilities, equipment and grounds. Rates will be determined by the district's Building Use Committee and will be reviewed and updated as necessary. The Board directs the superintendent to establish and publish deposit and fee amounts in the administrative regulations supporting this policy. Under certain circumstances, the superintendent may waive deposits and/or rental fees.

The Board expects all users to treat district property with respect. A District Property Use Request form must be submitted by the person or group to the school or facility administrator (or designee) for approval. The users must agree to all guidelines on the form as well as to any guidelines or rules specific to the building, facility or equipment. The original copy of the approved request form will remain in the school/facility office, with copies distributed to the appropriate district staff and the applicant.

END OF POLICY

---

### Legal Reference(s):

[ORS Chapter 244](#)  
[ORS 332.107](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).