

Community Use of School Facilities and Equipment

The district Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education, and service activities. To this end, district facilities will be available to individuals and/or groups within the community whenever said use does not conflict with the school program. Such use will be subject to the criteria enumerated below:

1. Non-school facility use must be scheduled through the district administrator responsible for the facility. An applicant must assure the administrator that the group/organization will comply with district policies and regulations and will respect the property, equipment and grounds of the district.

A sponsoring organization or group shall indicate that they:

- a. Will guarantee orderly behavior;
 - b. Will underwrite any damages caused by their presence; and
 - c. Will pay for the use of facilities, equipment, or grounds at the established rates.
2. Use of school facilities shall be free of rental charges to groups that represent the entire community or a major fraction thereof or to any group when the benefits derived accrue to the welfare of the district and/or the entire community.
 3. Organizations or groups with closed or restricted membership shall pay the established rates, if no part of number 2 above applies;
 4. School facilities may be available for commercial or personal gain. In addition to rental fees and custodial/cook fees, the organization must provide proof that it has adequate liability insurance for personal injury or a signed waiver from individuals participating in event.
 5. No out-of-school group will begin its activities until school is dismissed in the afternoon and the students have left the building or the administrator has determined that there would be no interference with normal school functions;
 6. On days when school is closed because of weather or other emergency, all school activities scheduled for that day will be canceled or postponed;
 7. A custodian must be on duty whenever a school building is used by an organization or group, unless no custodial duties will be required because either a district employee or a person from within the organization/group agreed to by the superintendent has accepted responsibility for the security and cleanliness of the facility.

8. The superintendent may consider loaning certain furniture and equipment not listed on the rental fee schedule, subject to consideration of risk, replacement, cost and use of provisions defined in number 2 above;
9. Alcoholic beverages will not be present or consumed in school facilities or on school district-premises/grounds. Smoking is prohibited;

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 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 330.430](#)

ORS Chapter 244

[ORS 332.107](#)

[ORS 332.107](#)

[ORS 332.172](#)

[OAR 584-020-0040](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, OR. GOV'T STANDARDS AND PRACTICES LAWS, A GUIDE FOR PUBLIC OFFICIALS (2003).