

Facility Usage Rules and Procedures

1. Policy Statement

The district cooperates with the community in providing use of the district facilities when possible without interference with the education and activity programs of the schools or the requirements for maintenance, operation, safety, and security of the facilities and grounds.

2. Application Procedure

Groups wishing to use district facilities must complete an on-line facility use application. To assure reservations of the facility, the application shall be submitted far enough in advance to allow ample time to properly plan for the use of the facility, preferably 15 working days before the scheduled event, but no more than six months in advance of use. (Long-term users with contracts may be excluded and fall under a separate agreement. For information regarding long-term contract use contact the Facilities Department.) The application must be approved by the building use coordinator and the Facilities office prior to usage of facilities.

Proof of liability insurance is required for all requestors and must be submitted to the Facilities office before the facility use application can be finalized. Refer to the following sections for insurance requirements.

- a. Hold Harmless Agreement
- b. Insurance Requirements

The facilities may only be used after the appropriate request and forms have been submitted and finalized.

Subject to section 3. Availability, it is the building administrator's responsibility to ascertain that the proposed activity:

- a. Will not be harmful to the school facility.
- b. Will not interrupt the school's programs.
- c. Will appropriately fit into the building use calendar.
- d. Will have adequate and appropriate supervision.
- e. Will not cause or allow a breach in security.
- f. Will comply with section 9. Priority Use.
- g. Has a required clause to hold harmless the district.

The approved application supersedes any prior representations or agreements.

3. Availability

- a. The district reserves the right to grant or deny permission for use of facilities at its sole discretion.

- b. Use of district facilities for church, partisan, political, or sectarian purposes may be granted; however, such approval does not imply district endorsement or sponsorship of these activities.
- c. Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.
- d. Unauthorized use of the district facilities or failure to comply with the facility use application or administrative regulation may result in cancellation of application or denial of any future use.
- e. Nothing shall be sold, given, exhibited, or displayed unless prior written permission is granted by the district.
- f. Priority will be given in accordance with the guidelines established in Section 9. Priority Use.
- g. Summer use must be scheduled with the building at least five business days prior to the last day of school.

4. Cancellation

Request for the cancellation of the application shall be made to the building use coordinator or the Facilities office no less than 48 business hours preceding the scheduled use of the facility. A regular charge shall be made in accordance with the usage application for the facility engaged and not used unless such notice to cancel is given.

The Board authorizes the superintendent/designee to cancel building use applications when it is apparent that such action is necessary for the best interests of the district. Whenever possible, the district will provide at least a 48-hour cancellation notice if a group's approval to use a facility must be revoked. Should a facility be closed due to loss of utilities, inclement weather, and/or other considerations, every effort will be made to communicate said closure.

5. Supervision

All groups using any facility will provide supervision. The building administrator/ designee will determine the level and type of supervision required and may require that a district employee be present. A district staff representative likely will be required whenever a large group or many children will assemble, or in other situations in which potential for harm to person or property is high. Disagreements regarding the level of supervision required that cannot be resolved between the requestor and a building administrator/facilities manager should be appealed to the superintendent/designee.

When supervision by a district employee is requested or required the sponsoring group will be charged \$40 per hour for food service or other qualified employees. All district employees who are hired by the district to supervise will be paid through the district payroll department.

The district reserves the right to require certified security and/or law enforcement services at any event the administration deems necessary in its sole discretion and to charge the user the actual cost incurred by the district.

6. Security

District keys or keycards are not to be shared or given to non-district employees without appropriate record keeping and accountability. If the building administrator deems it necessary to issue a key and/or keycard, a \$25 deposit is required. The deposit will be retained at the school; it will be

refunded when the key and/or keycard is returned or will be forfeited if the key and/or keycard is not returned by the date specified. Keys and keycards must be returned promptly.

7. Safety, Liability, and Care of Facilities

Putting up decorations or scenery or moving pianos or other furniture is prohibited unless written permission is granted. The use of school equipment and/or furniture is not included in the facility use unless written permission is granted. All electrical equipment and arrangements shall be controlled by the district or its representatives.

Representatives of the district must have access to all rooms at all times. The building administrator, designated supervisor, or facilities manager/designee has the right to stop any activity at any time if in his or her judgment there is a violation of Rules of Conduct for Use of District Facilities, KG-AR section 8., or if the activity is deemed to be hazardous to personnel, property, equipment, or participants.

Any damages to district (e.g., grounds, building, or equipment) shall also be assumed by the user. If damages occur during the use of a facility, documentation must be provided by the event supervisor detailing the date, time, location, nature of the damage, and the responsible party. The building administrator and the Facilities office should be notified immediately and photos taken if possible.

Returning the facility and/or grounds to the condition it was prior to usage, including cleanup and the return of all keys and/or keycards is the responsibility of the user. Failure to comply will result in additional charges, including the cost of cleanup, repair, re-keying, and possible denial of future facility use.

The maximum number of people permitted in the various buildings or facilities shall be restricted to any and all fire marshal requirements of the National Fire Protection Association (NFPA).

The district assumes no responsibility for personal properties left on the premises.

8. Hold Harmless Agreement

User shall release, indemnify, and hold harmless Corvallis School District, its directors, officers, and agents, from any and all claims and liabilities (including costs and attorneys fees) arising out of or in connection with user's use of Corvallis School District facilities. The release and indemnity agreement is intended to release Corvallis School District from any and all claims and liabilities, including but not limited to negligence by the Corvallis School District. This agreement shall appear on the application.

9. Insurance Requirements

All requestors shall maintain liability insurance in the amount of not less than \$1,000,000 for comprehensive general liability including bodily injury or death and property damage per occurrence and not less than \$2,000,000 aggregate. User shall also provide workers' compensation coverage that satisfies Oregon law for their subject workers. The district shall be named as an additional insured and provide the district with 30 calendar days' written notice of cancellation or material modification of the insurance contract. A certificate of liability insurance with additional insured endorsement shall be provided by the user before finalization of the facility use request. User may need to consider purchasing event insurance from an insurance carrier.

Any organization sponsoring the use of a building and/or grounds shall assume liability for any accidents that occur upon the grounds or in the building during the times such facilities are in use under its direction.

10. Specialized Facilities, Equipment, and Usage

a. Gyms and Multipurpose Rooms

Appropriate (non-marking) gym shoes are required for all participants involved in active sports and games.

b. Weight Rooms

Non-district use of weight rooms has special potential of injury to person or damage to property. Therefore, no weight rooms are available for use.

c. Kitchens and Cafeterias

(1) For activities that would not involve actual food preparation or operation of kitchen equipment (e.g., receptions), access to kitchen facilities will be allowed only under the supervision of an appropriate school employee whose responsibility would be to consult with the district's kitchen manager prior to the activity and to see that kitchen facilities are left as mutually agreed. Supervision would be an additional charge, as referenced in KG-AR section V.

(2) For activities involving actual food preparation, district employed kitchen workers must be present. The actual number required depends upon the activity and must be determined by the district Food Service kitchen manager or director at an additional charge, as referenced in KG-AR section 5.

d. Computer Labs, Food Labs, Technology Classrooms, Mat Room

Non-district use of computer labs, food labs, technology classrooms (e.g., auto or wood shops), arts rooms (e.g., photo, ceramics, jewelry labs), or mat room have special potential for damage to property or theft, as well as liability, and is generally prohibited.

The district electronic communication system has not been established as a public access service or a public forum. Commercial and/or inappropriate personal use of the district's system is strictly prohibited.

e. Playing Fields

Users renting playing fields without access to restroom facilities may be required to provide portable restrooms and garbage service for participants. Failure to comply will result in denial of future use. The district also reserves the right to restrict the use of fields due to weather or over-use.

f. Administration Office

The Corvallis School District 509J administration buildings have special potential for liability and are generally not available for outside use.

g. District Theaters

A separate facility use policy exists for the use of district theaters. Applications may be made by contacting the district theaters manager.

11. Rate Categories

a. Groups Granted Free Use

The following groups, organizations, or activities will be granted free use of district facilities providing such use shall in no way interfere with or be detrimental to school functions. Such free use will be limited to those times when a district employee is on regularly scheduled duty. A charge will be made for the use of the facility when a district employee is required to be present or when extra heating, utility costs, or cleanup are incurred beyond the normal operating hours.

- (1) Parent club meetings and activities.
- (2) After-school district sponsored activities.
- (3) Wellness activities for district employees only.
- (4) Fundraising activities for educational, athletic, or fine art purposes benefiting district programs.
- (5) Educational meetings or conferences pertaining to the operation of the district.

b. Groups Granted a Reduced Rate

(1) Specialized Instruction

Individuals who provide individual instruction to enhance academic, athletic, or fine arts achievement of district students will be required to follow the facility use application procedure and submit proof of liability insurance. The building administrator must approve all applications before any instruction can take place. (Example: early bird and after school classes.) Reductions in rates will be assessed within the on-line approval process.

(2) Other Groups

Other groups or organizations qualify for a reduced rate based on answering questions listed in the on-line request. The requests will be accepted or rejected depending on whether they advance the district's education goals. Factors taken into consideration when granting a reduced rate include, but are not limited to:

- (a) Do only 509J district students benefit?
- (b) Do only 509J district students and other school districts' students benefit?
- (c) May all students participate "no cut"?
- (d) Is this event open to the public?
- (e) Do you charge a participation fee?
- (f) Do you charge an attendance fee?
- (g) What is the non-profit, tax exempt status of the group?

c. Groups Expected to Pay Regular Rate

The following groups, organizations, or activities will be expected to pay regular rate, as prescribed by the district's fee schedule.

- (1) Schools other than those in the district.
- (2) Political organizations.

- (3) Commercial organizations.
- (4) Religious organizations.
- (5) Professional organizations.
- (6) Fraternal organizations.
- (7) Outside Labor Unions.
- (8) Social groups.
- (9) Recreational groups not covered by long-term use agreements.
- (10) Fund raising activities where the net proceeds are identified and retained for other than school district programs.

d. Payment on Approval of Permit

Payment, when required, for use of a district facility shall be made to the district business office upon receipt of invoice from the Corvallis School District. Failure to pay will disqualify the group or user from use of district facilities.

12. Rules of Conduct for use of District Facilities

When scheduling use, requestors are required to electronically agree to terms for Use of School District Property certifying they have read, understand, and will comply with the conditions. Any exceptions to the rules and regulations covering the community use of buildings or grounds must require written approval.

13. Priority Use

The district supports the community education concept, encouraging the use of district facilities by the community for recreation, education, and service activities. There is a strong desire to be supportive of as many services and opportunities for patrons as possible. The district acknowledges that community programs and groups must work together collaboratively to ensure the success of all programming options.

The district reserves the right to restrict use of facilities at any time during the year due to condition and safety. Notice will be posted and every effort will be made to contact groups with pending reservations should facilities be closed. The district additionally reserves the right to cancel outside use of facilities due to loss of utilities, inclement weather, and/or other considerations. Every effort will be made to communicate said closures.

Unused facilities may be rented under conditions separate from the guidelines described within this document; unused classrooms within facilities currently operating as 509J schools may also be leased to community groups fostering an opportunity that fits the needs of the district or school, e.g., early childhood programs operating in elementary schools.

Long-term (longer than three months) rental/leases of district facilities (both active schools and inactive facilities) may require a negotiated contract and will be reviewed on a case by case basis with specific review as to the potential impacts on the educational environment. The guidelines noted within this document are intended for use specifically with short-term situations.

a. Key Considerations for Developing Priorities

- (1) Does it serve our students?

- (2) Does it help our students meet identified achievement goals?
- (3) Does it promote better learning for our students?
- (4) Does it promote an opportunity for all to learn skills and sportsmanship?
- (5) Does it meet community's need for after school care and help keep our students safe and supervised?
- (6) Does it serve the needs of the community?

b. School Day Priorities

- (1) First priority will be given to Corvallis School District programs. No outside use will be considered until district program needs, including athletics and activities, are met. Student program needs will outweigh the needs of programs focused on staff.
- (2) Second priority will be given to district-sponsored programs operating for the benefit of district students.
- (3) Third priority will be given to volunteer organizations with the primary focus to support district students in district curriculum.
- (4) Other outside uses during the school day are generally prohibited.

c. Non School Day and After School Day Priorities

- (1) First priority will be given to Corvallis School district programs. No outside use will be considered until district maintenance and educational program needs (including, but not limited to parent open houses, performances, athletics, and activities) are met. Student programs will receive priority scheduling over adult/staff programs.
- (2) Second priority will be given to district-sponsored programs operating for the benefit of district students.
- (3) Third priority will be given to non-profit programs designed to build skills of district students in non-cut/all-play activities allowing every interested student to participate.
- (4) Fourth priority will collaboratively take into consideration the need for non-profit programs designed to develop skills of district students in competitive activities and non-profit adult recreation.
- (5) Fifth priority will be given to non-profit groups and government organizations conducting activities for adults, or intended for mixed adult and youth participants.
- (6) Sixth priority will be given to organized groups not recognized as non-profit or private individuals engaging in activities for the benefit of students and community patrons.
- (7) Final priority is fund-raising activities, with priorities given first to non-profit groups, then to private individuals, and lastly, to for-profit organizations.

d. Additional Guidelines

- (1) Meetings will be held seasonally for the purpose of allocating facilities and fields. Meeting dates and times may be scheduled by the Facilities office. Participants will include representatives from the Corvallis School District 509J and contracted community partners such as Boys and Girls Club and the City of Corvallis.
- (2) Practices for individual teams within priority programs may be limited so the district's available space serves as many community needs as possible.
- (3) Age-appropriate placement is advised whenever possible (i.e., middle school aged programming should be scheduled at a middle school, elementary programming should be scheduled at an elementary school). It is recommended that adult activities be placed at either high school or middle school facilities.

- (4) Age-appropriate timing is preferred.

14. Fee Schedules

Fees include user's set up and break down times needed to access the building or grounds. Fees also are determined by school days (non-school hours) and non-school days. Non-school days are charged at a higher rate than school days (non-school hours). Additional fees may be charged to the user if supervision, kitchen, or custodial staff is required.

15. Facility and Field Usage Fees

	School Days (Non-school hours)	Non-School Days*
	Hourly Rate	Hourly Rate
Elementary/K-8 School Activities (including Harding)		
Classroom	\$12.00	\$18.00
Special Classroom (shops, labs)**	\$18.00	\$26.00
Cafeteria (Garfield and Mt. View)	\$33.00	\$52.00
Cafeteria and Kitchen ***	\$46.00	\$65.00
Gymnasium	\$39.00	\$77.00
All Fields Per Field	\$20.00	\$20.00
Middle School Facilities		
Classroom	\$12.00	\$18.00
Special Classroom (shops, labs, mat room)**	\$18.00	\$26.00
Linus Pauling Auditorium	\$33.00	\$52.00
Cafeteria	\$46.00	\$72.00
Cafeteria and Kitchen ***	\$65.00	\$90.00
Large Gymnasium	\$49.00	\$104.00
Small Gymnasium	\$39.00	\$77.00
Football Field/Track	\$20.00	\$20.00
All Other Fields Per Field	\$20.00	\$20.00
High School Facilities		
Classroom	\$12.00	\$18.00
Special Classroom (shops, labs, mat room)**	\$18.00	\$26.00
Cafeteria	\$46.00	\$72.00
Cafeteria and Kitchen ***	\$65.00	\$90.00
Large Gymnasium	\$77.00	\$104.00
Small Gymnasium	\$39.00	\$77.00
CHS Artificial Turf/Track ****	\$85.00	\$85.00
CVHS Football Field/Track	\$20.00	\$20.00
All Other Fields Per Field	\$20.00	\$20.00

Special Use Permit Fee (all facilities)

All fees charged in hourly increments only. Reduced rate may apply to some areas.

Certificate of Liability Insurance may be required.

District Theaters have a separate rate sheet that can be obtained from the District Theaters Office.

*Supervision or Custodial coverage may be required on non-school days at an additional rate of \$40/hour.

**Use of special classrooms generally prohibited, but use may be granted on a case-by-case basis.

***Cafeteria and Kitchen-Permission from Food Service/additional charge for kitchen supervisor required.

****CHS Artificial Turf/Track subject to approval by Athletic Director & Facilities.