

# Dallas School District 2

Code: **KG-AR**  
Adopted: 8/26/02  
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6/10/13;10/27/15;1/09/17  
1/26/16

## **Community Use of School Facilities and Equipment**

Dallas School District welcomes community use of specific district facilities. Because this use comes at a cost (maintenance, supplies, utilities, etc.) a fee schedule and/or reimbursement process for expenses will be used.

1. School programs and activities shall have priority use of all school facilities and equipment regardless of prior approval of use.
2. The school board directs that district facilities be made available at reasonable service and utility fees on a non-conflicting schedule basis for secondary education e.g., Chemeketa Community College. Classes taught as a component of a partnership with secondary education partners and/or business partners shall be considered part of the function of Dallas School District.
3. At any such times as expenses are incurred by the district as the result of community use such expenses shall be borne by the organization using the facility. Expenses may include costs for any or all of the following:
  - a. Facility use is allowed only after proper application is submitted, approved, and fees assessed by the building administrator and the user fee is paid, or arrangements for payment are made, in advance, with the business office.
  - b. All organizations shall be responsible for damage and/or cleanup charges as well as non-minimal supply use as determined by district staff.
  - c. The district must receive written notice of cancellation more than 4 full business days prior to the date of the event if the applicant chooses to cancel the use of the facility. Failure to provide this notification could result in the loss of facility access or increased fees for use.
  - d. Equipment listed in the Use Fee Schedule is available to all groups at the listed fee schedule.
  - e. Failure to make a timely payment(s) will result in the suspension of future facility use as well as accrual of interest on the unpaid balance at a rate of 18% annually.
4. The organizations will ensure adequate supervision for the event area and areas accessible by event attendees.
5. A minimal impact equates to ensuring the space is clean, available, and secured following use by on duty staff.
6. Facility use for which admission is charged must be approved prior to event publication.
7. The district recognizes distinct categories of user groups and will determine fees based on the criteria as set forth in the categories below.

- a. Dallas based, child-centered, IRS tax exempt organizations shall be permitted to use school facilities on a scheduled basis for activities and meetings without user fees.

When groups in this category wish to use school facilities for fund raising activities directly related to the group's activity, the user fee will be waived upon proper application and approval. When the fund raising activity is not related to the group's activity, proper application must be submitted, approved, and fees will be assessed by the building administrator and the use fee paid, or arrangements for payment are made, in advance, with the business office. District staff, in collaboration with event organizers, will determine the support needed for custodial staff for fund raising events.

- b. Dallas based, community centered, IRS tax exempt organizations shall be permitted to use school facilities on a scheduled basis for activities and meetings on a fee basis. Facility use by groups in this category will have the fee waived by the building administrator when building impact is minimal.
  - c. Dallas based, community organizations that benefit the youth of Dallas, shall be permitted to use school facilities on a scheduled basis for activities and meetings on a fee basis. Facility use by groups in this category will have the fee waived by the building administrator when building impact is minimal.
  - d. Dallas based, community adult recreation organizations, shall be permitted to use school facilities on a scheduled basis for activities and meetings on a fee basis
  - e. Use of school facilities for private gain or by commercial entities shall be permitted only when approved by the superintendent or designee. User fees for these activities, as determined by district staff, shall cover all costs for operation and maintenance of the facilities. A security deposit will be required
  - f. Use of school facilities for private use shall be permitted only when approved by the superintendent or designee on a fee basis. User fees for these activities, as determined by district staff, shall cover all costs for operation and maintenance of the facilities.
8. A school district employee shall be on duty during any building use, unless the principal waives this requirement. If an employee agrees to return for evening or weekend assignment, the total payroll cost shall be added to the user fee. A school employee, who would not be performing his/her same or similar regular work, with prior approval of the building principal may volunteer to act as the employee on duty providing that employee will supervise the building, return furniture to previous location, and will arrange cleanup including restrooms and other areas used by the organization or attendees.
  9. All users of district facilities shall comply with all rules, reasonable standards of conduct, and safe practices. Disregard of these or requests made by school district employees shall be cause for canceling school facility use privileges for that individual or for the entire group.
  10. Users of school facilities or equipment shall be held responsible for the repair or replacement of any damage or loss of property, as determined by district staff, sustained while in their care.
  11. Use involving expensive, easily damaged, or difficult to move equipment may be permitted within the facility where located upon approval of application for use. Use of such equipment by moving it off school premises will not be permitted except as provided in the use fee schedule. The District will only provide equipment when its use has a minimal impact on district staff regardless of the group's fee status. Equipment requests beyond a minimal impact will be charged for set-up and take-down. The district will not furnish equipment such as tools, ladders, easels, copy machines,

- pens, extension cords, etc. A facility user is urged to give careful consideration to all activity needs and to anticipate any contingency.
12. No alcoholic beverages, illegal drugs or narcotics shall be permitted on school grounds or in school buildings at any time.
  13. No tobacco, electronic nicotine delivery system, e-cigarette, vapor systems, or look-alike devices use shall be permitted on school grounds or in school buildings at any time.
  14. No cannabis or THC delivery products or consumables shall be permitted on school grounds or in school buildings at any time.
  15. District employees may use school building space for wellness activities without user fees.
  16. A key deposit of \$100/key must be paid prior to key(s) being issued. Improper use of the key shall result in loss of deposit and return of the key.
  17. Facility users shall agree to abide by the rules for the facility as well as all rules and safety requirements for the program or activity for which the facility is being used. Facility users shall further agree to indemnify, defend and hold harmless the Dallas School District, its officers, agents and employees from all claims, suits or actions of any nature other than negligent acts of Dallas School District, its officers, agents and/or employees and may be required to sign a hold harmless agreement.
  18. The District may require a Certificate of Insurance with the District named as an additional insured for liability and property damage with a minimum coverage of \$1,000,000 for each occurrence and \$2,000,000 aggregate coverage. This requirement will not be waived for any event during which injuries are an accepted risk during normal operations. Event specific insurance or tenant user liability insurance, TULIP, may be available through insurance providers, Property and Casualty Coverage for Educations, PACE, or School Dude. The District reserves the right to waive any Certificate of Insurance requirement or any hold harmless requirement based on a risk assessment, the facility user's ability to pay, or co-sponsorship of the event by the District. If the insurance certificate requirement is waived, the District may instead request individual liability release forms be acquired from activity participants.
  19. Damage to areas, equipment, fixtures, etc., shall be charged at current and full replacement cost.
  20. Decorations, props, scenery, etc. are not to be fastened in a manner that damages walls, floors or ceilings. The use of tape for this purpose is strictly limited to painters tape.
  21. Properties and materials, other than those belonging to the district, may not be stored on school property. Property belonging to district/school support organizations may store materials on school property with building administrative approval.
  22. The designated sponsoring organization/representative requesting to use district facilities shall demonstrate responsibility in their use of the facilities.
  23. The designated sponsoring organization/representative will be assessed a fee equal to any false alarm fee incurred by the district as a result of their facility use.

24. The maximum number of people permitted in any school facility shall be restricted to the building's capacity according to the Fire Marshal.
25. Equipment and furniture shall be moved only with the permission of the principal/designee and shall be returned in a ready to use state. Damage and/or cleanup charges, determined by district staff, will be assessed.
26. The use of Bollman Theater presents a number of unique challenges that are best handled on a case-by-case basis. The guiding principles will be:
  - a. Any use of Bollman Theater is not considered to have minimal impact.
  - b. One or more DSD theater technicians must be available and present at all times of use. Coverage is to be determined by DSD theater technicians.
  - c. Custodial fees and technician fees will not be waived regardless of group status.
  - d. Organizations that would have use fees waived based on minimal impact will be charged 50% of the use fee of Bollman Theater. This charge shall encompass the use of associated theater spaces.
  - e. Preparation of the space by district staff shall be minimal and all spaces shall be left student ready.
  - f. Additional technician fees will apply in situations where preparation of the space is required and post-event service is required for the space to be student ready.
  - g. These organizations shall be responsible for damage and/or cleanup charges as well as non-minimal supply use as determined by district staff.
27. To meet circumstances not covered by this Administrative Rule, additional requirements or fees may be necessary.
28. All use fees, including equipment and service fees, may be waived when the requesting organization's primary function is to support students and/or staff of Dallas School District.
29. The following fields are considered premier fields and will have limited to no access by outside organizations: Ron August Field (varsity football), varsity soccer at Whitworth, varsity baseball, and varsity softball.
30. The superintendent or designee may waive all or part of the established fees on a special case-by-case basis when such action is in the best interest of the district.
31. On days when school is not in session due to conditions including, but not limited to, weather, lack of operating funds, or facility problems, all facility use is canceled. Exceptions may be made by the superintendent or designee.
32. Access to facilities may be impacted by maintenance and construction schedules.

## School Facility Use Fees

Classroom	\$7.00/Hour	Each Building
Library	\$10.00/Hour	Each Building
Custodial Fee	\$35/Hour	Each Building
Delivery Fee by District Staff	\$35/Hour	Each Building
LaCreole Cafeteria	\$15.00/Hour - 2 Hour Min	LaCreole
LaCreole Gym: Lower	\$15.00/Hour - 2 Hour Min	LaCreole
LaCreole Gym: Upper	\$10.00/Hour - 2 Hour Min	LaCreole
LaCreole Baseball/Soccer Field	\$80/day	LaCreole
LaCreole Track/Football Field	\$80/day	LaCreole
LaCreole Strader Fields	\$20.00/field/hour - 2 Hour Min \$80.00/field/day \$225.00/day/all fields	City of Dallas
Lyle Ball Fields	\$20.00/field/hour - 2 Hour Min \$80.00/field/day \$225.00/day/all fields	City of Dallas
Lyle Gym	\$8.00/Hour - 2 Hour Min	Lyle
Morrison Gym	\$8.00/ Hour- 2 Hour Min	Morrison
District Office Board Room with Kitchen	\$10.00/Hour	District Office
District Office Conference Room	\$5.00/Hour	District Office
Oakdale Gym	\$8.00/Hour - 2 Hour Min	Oakdale
Whitworth MPR	\$5.00/Hour - 2 Hour Min	Whitworth
Whitworth Gym	\$8.00/Hour - 2 Hour Min	Whitworth
Whitworth Recreation Complex (per field)	\$60.00/Day	DHS
DHS Main Gym	\$20.00/Hour - 2 Hour Min	DHS
DHS Practice Gym	\$15.00/Hour - 2 Hour Min	DHS
DHS Dressing Room and Showers (no towels)	\$5.00/Use	DHS
DHS Cafeteria/Forum	\$15.00/Hour - 2 Hour Min	DHS
DHS Little Theater	\$15.00/Hour - 2 Hour Min	DHS
DSH Bollman Auditorium	\$50.00/Hour - 4 Hour Min	DHS
Bollman Auditorium Technicians	\$35/Hour	DHS
DHS Classroom with Kitchen	\$10.00/Hour - 2 Hour Min	DHS
DSH Football Practice Field #1	\$80/day	DHS
DHS Football Practice Field #2	\$80/day, Additional for Lights	DHS
Tennis Courts	\$50.00/Day	DHS
Choir Room	\$10.00/Hour	DHS
Table(s)	\$7.00 - Each/Day	DHS
Stage	\$45.00/Each Section	DHS
Stage Stairs	\$5.00/Each	DHS