

**Douglas County  
School District 15**

Code: **KGE**  
Adopted: 10/08/03  
Readopted: 5/18/15  
Orig. Code(s): KGE

**Public Responsibility for Facility Usage**

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education and service activities. A “Building Use Request” must be submitted by the person or group to the school office three or more days prior to the use date. Approval or denial will be granted by the school office in coordination with superintendent or designee. The original copy of the agreement will remain in the school office. Other copies will be distributed to building custodial staff, facility user and others as appropriate.

Approval for using facilities will be granted for a period not to exceed three months. Requests must be resubmitted if the person or group desires to continue using the facility.

The Board expects the users to treat the facilities with respect. The user must agree to the guidelines on the “Building Use Request” form.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)  
[ORS 332.172](#)