

# Elgin School District 23

Code: **KG**  
Adopted: 6/19/90  
Revised/Readopted: 5/13/98; 8/18/98; 8/19/13  
Orig. Code(s): KG

## Community Use of District Facilities

The district buildings and facilities are available for use by various groups and individuals contingent upon adherence of the following guidelines.

The following prioritization shall apply to determine use of the school facilities after the hours of regular school programs. The prioritization shall follow the order listed below:

1. School related activities;
2. Activities by other public education agencies;
3. School approved youth activities;
4. Community nonprofit organizations;
5. Use of private parties;
6. Community profit-making organizations;
7. Profit-making organizations based outside of the district.

Application for the use of any building or grounds of the district shall be authorized and approved by the appropriate principal. Such application shall be made in writing on the form provided by the district and signed for by an adult who will be responsible for the care of the district buildings or grounds requested.

In all cases of building use, an assigned individual (approved by the principal) must assume or be assigned responsibility for the facilities, but this no way relieves the group or individuals using the facilities or the individual signing for the group of full responsibility for proper care of the facilities or adherence with the guidelines.

In cases of groups that meet the criteria of 2., 3. and 4. above using the facilities, charges shall be waived by the district. In cases of profit-making groups or individuals, the charges may be according to the schedule listed below (which does not include custodial charges):

- |                                 |       |
|---------------------------------|-------|
| 1. Gym – Stella Mayfield School | \$200 |
| 2. Gym – Elgin High School      | \$250 |
| 3. Auditorium                   | \$100 |
| 4. Cafeteria (see below)        | \$50  |
| 5. Individual classroom         | \$30  |

These charges are per usage and are to be paid in advance of occupancy along with projected custodial and supervisory charges.

Use of district facilities shall not be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.

The district administration shall not approve requests for use of district facilities when in its judgment it appears to be in conflict with the welfare and best interests of the district and community.

A group requesting the use of kitchen facilities shall provide at least one registered food worker who must remain in attendance while the kitchen is in use. The kitchen must be left clean.

The district administration shall judge in advance the adequacy of supervision. If, in their judgment, it is required, additional personnel may be assigned and the cost charged to the sponsoring group.

Each organization using the facilities shall provide necessary supervision or police protection to ensure that the property shall be properly protected.

As a general rule all holiday use of district facilities shall be discouraged so the school employees may also enjoy the holiday.

The following rules must be strictly adhered to or the use permit may be immediately revoked:

1. Smoking on the school grounds shall be prohibited. Alcoholic beverages are not permitted on school property;
2. The organization using the building shall be responsible for any damage to school property resulting from and during its use. Organizations will not be charged for natural wear and tear. Organizations may be required as deemed appropriate to submit damage deposits;
3. Gym shoes shall be required of anyone playing games or participating in activities on the gymnasium floor. Street shoes are prohibited on gymnasium floor;
4. Fire and safety regulations of the state of Oregon and the city of Elgin are to be observed at all times;
5. Additional rules, as deemed necessary by the school administration, may be stipulated.

END OF POLICY

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**Legal Reference(s):**

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

**Cross Reference(s):**

DFD - Rental and Service Charges

EDC/KGF - Authorized Use of District Equipment and Materials

KA/KAA - District-Community Relations Goals and Objectives

KGF/EDC - Authorized Use of District Equipment and Materials

KM - Relations with Community Organizations