

## **Use of District Properties**

### **Availability of Buildings and Fields and Equipment**

The district's administrative practice is to make schools and fields available for student use under the direct supervision of responsible adult(s) as the highest priority. School property use should be accomplished while not violating district or OSAA policies, not interrupting school programs or classes, not harming district facilities, and maintaining safe and secure environments for students, staff, and the public.

In addition, the district is vested in supporting community activities of a civic and recreational nature that are deemed appropriate. Use of facilities for partisan, political, or sectarian purposes may be granted with the superintendent's or Board's approval. However, the district reserves the right to grant, deny, or revoke facility use permission at its sole discretion. The priority system, I-IV established access priority and classification identification to district facilities and fee structure:

#### **Priority I – District Activities:**

1. School Cleaning/Maintenance Schedule – No fees;
2. School-sponsored activities for registered students – No fees unless there is damage or facility, grounds are not cleaned appropriately;
3. District-sponsored activities – No fees;
4. School-sponsored activities for parents – No fees unless facility needs cleaning after event;
5. School-sponsored organizations and groups – No fees unless there is damage or cleaning outside of regular schedule.
6. Programs and activities for all school-age children made up of Fern Ridge School District 28J residents. The programs and activities will be designed to improve competitive athletics at all school levels. Participants will be sponsored by district approved non-profit community organizations and a district approved adult supervisor.

No fees will be charged unless there is damage or cleaning outside of regular maintenance schedules.

Example of organizations - T.S.P., Kidsports, Babe Ruth, ASA, YMCA, USAA, Pop Warner.

Sponsorship - Means the sponsoring entity is directly involved in coordinating, funding, planning and operating the activity. Liability and medical insurance is required. Liability insurance must designate the Fern Ridge School District as an additional insured.

**Conditions:** Priority I events must be open to the general public with no contributions solicited for individual staff or private gain. Failure to secure building or setting-off the security system may lead to a fee being assessed for security response.

**Priority II – Recreational and Educational Programs Involving students:**

1. Building/Classroom rental fees may be assessed if admission or participation fees are charged for the event or participation;
2. Facility utility costs may be assessed if admission or participation fees are charged for membership or event. District must recover utility costs including HVAC operation costs;
3. An assessment may be made contingent on refuse removal, cleaning;
4. Staff Costs:
  - a. May be assessed if event takes place after regular school hours even if custodian is on duty;
  - b. May be assessed if weekend event or keys and security system access is required as a FRSD qualified staff member must open, perform use audit and close facility;
  - c. May be assessed if kitchen staff are required to be present.

**Conditions:** Fundraisers for school club purposes may be charged a utility fees and Class II fees if held in or on school premises. Staff sponsored or led classes, sports camps open gyms, workshops, and tournaments may be charged use fees and utility fees and/or the greater of 10 percent of the participation fees. Proof of insurance is required. Staff costs will be recaptured at a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service and maintenance service as well as 3 hour call if alarm system is engaged.

**Priority III - Adult and Non-Student Programs**

- Building rental fees assessed for building equipment and field(s) use per district’s identified rental rates;
- Utility costs will be assessed for prorated use for rooms, HVAC, outdoor lights, water and maintenance;
- Staff costs will be recaptured at a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service and maintenance service as well as 3 hour call if alarm system is engaged.

**Conditions:** Adult and non-student events that service as fundraisers in total support of school programs may be administered similar to Priority II requests. Proof of insurance and additional insurance is required. Non-profit organizations will have priority over for-profit organizations. Student organization will have priority over adult organizations.

**Priority IV - Miscellaneous: Out-of-district organizations for profit organizations, income generating activities (programs) for individual sponsor or facilitator, etc.**

- The use of school facilities and equipment by any organization or individual operating for private gain, or any purpose involving private gain, may be permitted only upon payment of the greater of district fees or 10 percent of participant charges as determined by the district.

**Rental Application Process:**

A Facility Use Application Form (available at each school or from the reception desk at the district office, 88834 Territorial Road) must be appropriately completed by the requesting group, department, or individual for all activities in all classifications except Priority I. A-D.

1. Pick up Facility Use Application Form at school or reception desk at the district office;
2. Fill out all portions applicable to your request and sign, complete with your address and phone number;
3. Provide insurance binder and attach to Facility Use Application Form;
4. Return signed request with date(s) and time(s) requested, with proof of insurance, to the district office - Attention: Facilities/Maintenance Manager;
5. Request will be reviewed by the Facilities/Maintenance Manager and appropriate fees or assessment noted. The Facilities/Maintenance Manager or designee will contact the appropriate principal and determine facility availability. If approval is given, the Facility Use Application Form is signed and returned to the applicant with a copy being forwarded to the building principal and business manager;
6. Use of facilities are usually not allowed until a fully executed copy of the application form, proof of insurance and appropriate administrative approvals have been made;
7. Use of indoor facilities may require that a district employee be on duty during the event. The use will be charged for having a district employee work outside of their regular scheduled time. Should the district not be able to schedule a district employee, the Facility Use Application Form will be denied.
8. The district reserves the right to insist on the presence of law enforcement officer should the vent or crowd call for such presence. When the district makes such a recommendation the cost of such coverage will be added to the costs and must be deposited prior to the event.

**FERN RIDGE SCHOOL DISTRICT 28J**  
**Rental/Facilities Use Request**

**APPLICANT: YOU MUST ATTACH A CERTIFICATE OF LIABILITY INSURANCE TO THIS APPLICATION**

Full Name \_\_\_\_\_ Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number Home \_\_\_\_\_ Phone Number Work \_\_\_\_\_

Billing Address \_\_\_\_\_  
If Different From Above

School/Facility Requested \_\_\_\_\_

Room/Area Requested \_\_\_\_\_

Other Equipment/Facilities Requested \_\_\_\_\_

	<u>Specify Dates</u>	<u>Day of Week</u>	<u>Time of Day</u>	<u>Specify Weekly, Monthly,</u>
Starts	_____	_____	_____ am/pm to _____ am/pm	<u>etc.</u>
Ends	_____	_____	_____ am/pm to _____ am/pm	_____

Purpose for which facility is to be used \_\_\_\_\_

Supervisor in charge of activity \_\_\_\_\_

	<u>Name</u>			
	_____	_____	_____	_____
	<u>Street</u>	<u>City</u>	<u>Zip</u>	<u>Phone</u>

Admission charge or fee paid by participants or spectators  Yes  No  
Estimated number of participants \_\_\_\_\_ Estimated number of spectators \_\_\_\_\_

I have read the fees and charges information on the revers side of this form and agree to be charged accordingly. I agree to be responsible for the safekeeping of the facilities used for this activity and for payment of all charges. I further agree that the district property will be used in accordance with the policy adopted by the Fern Ridge Board. Lessee hereby expressly covenants and agrees to indemnify lessor, its Board of directors, and all other of its officers against all claims and demands for damage for injury to any person or property occurring on the leased property or elsewhere, or any virtue of any act or thing done on the leased property or elsewhere either by the lessee or any other person. Users of district property shall comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Applicant

**Liability Insurance is required. A Certificate of Liability Insurance must be provided prior to the use of the facility.**

Proof of Insurance Provided     YES     NO    Room Arrangement Discussed     YES     NO  
Date is Available     YES     NO    Building Staff Assigned     YES     NO  
Equipment Available     YES     NO

**SCHOOL ADMINISTRATIVE APPROVAL** \_\_\_\_\_ DATE \_\_\_\_\_

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Rental/Facilities Use Request Approval:  
**FACILITIES/MAINTENANCE MANAGER** \_\_\_\_\_ DATE \_\_\_\_\_

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For Business Office Only:  
Fees Billed \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_  
Fees Paid \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

**General Rules:**

1. Groups will not be admitted until their scheduled time and the designated adult supervisor is present;
2. Access to district facilities is to compliment and is secondary to district maintenance schedule;
3. Equal opportunity will be given under the open forum concept and equal access laws for use of facilities with priority given to Priority I through Priority IV respectively;
4. Organizations using facilities need to have an adult supervisor. The district is not responsible for supervising students other than during normal school hours. A fee will be assessed if school staff has to supervise students;
5. Security codes and keys are not to be given by anyone to persons not on district staff inclusive of family members for their private use of facilities or unless approved by Facilities/Maintenance Manager;
6. The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities. Use of tobacco products is prohibited on school property;
7. Deposits are due at the time the use permit is approved. Billings are done at the close of the month and are due within 10 business days or interest will be assessed. Payments are to be made to the district;
8. A detailed copy of the district policy and administrative rule is available upon request to the district office;
9. All users of district facilities shall comply with all restrictions placed on the facility by the fire marshal;
10. All users of district facilities must comply with all federal and state regulations related to equal opportunity and discrimination;
11. Billing for custodial, maintenance or supervision may be required for use of facilities. Custodian and maintenance charges are to be assessed at 1.5 regular hourly rate plus respective benefits per hour and there is a three hour minimum. Billing for food personnel is 1.5 the regular hourly rate plus respective benefits per hour and there is a two hour minimum;
12. Users will be billed repair/replacement costs for damages incurred during use of facilities;
13. District may require the employment of a law enforcement officer. The rate is fixed by Lane County and is to be paid at the time the use permit is approved;
14. Deposit: The district reserves the right to ask for a deposit as a condition of rental/use in order to offset potential costs that may result as a consequence of the use of district equipment or facilities. Said deposit should be of reasonable amount based on the potential costs generated by the size of event, the amount of room filed or equipment use, the use of utilities and electricity, trash removal

and the potential for calling out employees after regular hours. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicants. If costs in excess of the deposit are incurred the lessee is responsible for their payment;

15. The district is to access additional fees for energy charges, water charges, custodial supplies, garbage collection or additional cleanup. Facilities will be rented without heat or cooling unless provisions for payment are made in advance;
16. Playing fields are rented ‘as is.’ If preparation work is required, labor and materials may be charged. The district’s prior approval is required prior to any preparation work done on district fields;
17. Applicant is to order and pay for portable lavatory units. The district is not responsible for any damage done to portable lavatories;
18. Parking lot fees will not be assessed without district prior approval;
19. There will be no camping, open fires, vending, or RV camping on district property without the district’s prior approval;
20. The district may assess a percentage of fundraising proceeds in lieu of fees for groups utilizing district property for fundraising for their group or organization;
21. Any dangerous weapon brought onto district premises, possessed, concealed, or used by an unauthorized individual will result in prosecution to the full extent of the law (federal and state) and the person being informed that they are not to trespass on district property.

**FEES AND CHARGES**

Usual fees – See Priority I-IV descriptions. Fees may apply even if not shown here:

	Class I and Class II*	Class III	Class IV (10%+)
Classrooms	NC	\$ 2.00/hr	\$ 8.00/hr
Computer Lab	NC	\$20.00/hr	\$40.00/hr
Science Lab	NC	\$15.00/hr	\$30.00/hr
Cafeterias/Commons	NC	\$10.00/hr	\$20.00/hr
Media Center	NC	\$ 4.00/hr	\$10.00/hr
Kitchens	Staff	\$15.00/hr +	\$40.00/hr +
Auditorium	NC	\$10.00/hr	\$20.00/hr
Elementary Gym	NC	\$20.00/hr	\$30.00/hr
Middle School Gym	NC	\$25.00/hr	\$35.00/hr
High School Gym	NC	\$35.00/hr	\$50.00/hr
Fields	NC	\$10.00/hr	\$20.00/hr
Football Field	NC	\$20.00/hr	\$35.00/hr
Baseball Field	NC	\$20.00/hr	\$35.00/hr
Softball Field	NC	\$10.00/hr	\$20.00/hr
EHS Track and Field	NC	\$20.00/hr	\$35.00/hr

\* Fees may apply if admission or participation fee is assessed. District to recover utility costs.

Other fees:

HVAC (heating and air conditioning)

EHS	\$25.00/hr
Middle School	\$16.00/hr
Elementary	\$10.00/hr

Electricity

Classroom	\$ 1.00/hr
Computer Lab	\$ 5.00/hr
Science Lab	\$ 1.50/hr
Cafeteria	\$ 1.50/hr
Commons	\$ 1.00/hr
Gym - High School	\$ 2.00/hr
Gym - Middle School	\$ 2.00/hr
Gym-Elementary	\$ 1.00/hr
Kitchen (lights only)	\$ 2.00/hr
Kitchen (lights and equipment)	\$ 6.00/hr
Auditorium	\$ 4.00/hr
Football Field	\$22.00/hr
Baseball Field	\$22.00/hr
Other Utilities (garbage, water, sewer, paper products, cleaning supplies)	\$ 2.00/hr
Key Deposit – \$15.00	
Equipment Rental Fees – Tables \$5.50 each	
Chairs \$0.50 each	

Priority System Use of Facilities

Community Use of District Facilities – KG-AR  
(continued)

- Priority I – School district Activities
- Priority II – Recreational and Educational Programs Involving FRSD Students
- Priority III – Adult and Non-Student Programs
- Priority IV – Miscellaneous: Out-of-district organizations for profit organizations, income generating activities (programs) for individual sponsor or facilitator, etc.