

Glide School District 12

Code: **KGD**
Adopted: Unknown
Readopted: 3/25/91
Orig. Code(s): 8005

Priorities for Use of School District Facilities and Grounds

1. Facility Use Priorities

Glide School District wishes to make full utilization of its facilities and to accommodate as many requests for use of facilities as possible. In order to do this and fulfill the district's primary purpose, the following priorities will be observed in the order listed:

- a. The instructional programs of the district;
- b. District-sponsored activities - student and faculty;
- c. Activities of other schools within the district;
- d. Education conferences or workshops for community agencies;
- e. Cultural, educational, and recreational events at the discretion of the district:
 - (1) Community groups – nonprofit;
 - (2) Community groups – money-making projects;
 - (3) Non-community groups – nonprofit;
 - (4) Non-community groups – money-making projects;
- f. District equipment or facilities must not be used for any profit making, profit sharing, or commercial organization or activity unless such activity is sponsored by a school related organization and **approved by the Board**.

Use of equipment or facilities by district employees or students must relate to the instructional mission or work assignment and **is not to be used to support personal or commercial activities**.

Scheduled commitments may be changed only by mutual agreement of the district and the user.

Requests for use of district facilities should be made through the principal of the school in question or his/her designee.

2. Basic Controls

- a. Use will be denied or revoked immediately to any organization if there is any indication of rental under false pretext or that the facilities will be used for or to promote illegal activities.

After receiving a complete description of the proposed event, the principal's office will identify for the user all special requirements of the district that must be satisfied if the event is to occur. These special requirements might include additional insurance, added rest room facilities, extra security staff, etc. These special requirements must be provided by the sponsoring group and any additional cost will be paid for by the users. However, the district will provide access to rest rooms, normal equipment, and staff services whenever possible.

3. The district has the right to require that necessary support services be utilized and paid for.
4. The district has the right to establish requirements for security, insurance and copyright provisions.
5. Facility use requires the completion of a facility use form, at least two weeks prior to an event, and the appropriate approval.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)