

Grants Pass School District 7

Code: **KG-AR**
 Adopted: 10/28/03
 Readopted: 2/24/04, 5/10/05

Community Use of District Facilities (Procedure and Fee Schedule)

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain nonschool activities allow maximum community benefit, the following fee schedule, as amended from time to time, shall be in effect:

User Category	Deposit/Rental Fee Applicability	Building Use Request Form/Insurance
(1) Youth-related school activities - school athletics, clubs, etc.	No deposit or fee	Not required
(2) Youth-related nonschool activities - Little League, 4-H, Scouts, Youth Soccer, etc.	Deposit/No fee except for the Grants Pass High School (GPHS) Performing Arts Center (PAC), Mel Ingram Field and kitchen/cafeteria use	Required
(3) Adult-related school activities - Booster Clubs, PTA's and PTO's, etc.	No deposit or fee	Not required
(4) Adult-related nonschool activities - church groups, fraternal organizations, commercial groups, recreation league teams, alumni, etc.	Deposit and fee	Required

If there is a question as to the group's classification, it will be reviewed by the superintendent or designee and a decision will be rendered.

Damage/Cleaning Deposit Schedule¹

The following damage/cleaning deposits shall be required for **youth-related nonschool activities**:

Facility	Deposit
(1) GPHS (P.A.C.)	By Arrangement with GPHS PAC Director
(2) Kitchens/Cafeterias/GPHS Commons (cafeteria use)	By Arrangement with the Food Service Supervisor
(3) Mel Ingram Field	By Arrangement with GPHS Athletic Director or designee

¹The damage/cleaning deposit amounts listed represent the minimum deposit amount required. Site administrators or other designated District personnel can require a higher deposit amount based on the unique nature of a particular use or prior experience with a particular user or user group.

(4) All other District facilities including gymnasiums, auditoriums, GPHS Commons (non-cafeteria use), classrooms, libraries, music rooms and fields	100.00
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The following damage/cleaning deposits shall be required for **adult-related nonschool activities**:

	Deposit	
(1)	GPHS (P.A.C.)	By Arrangement with GPHS PAC Director
(2)	Kitchens/Cafeterias/GPHS Commons (cafeteria use)	By Arrangement with the Food Services Supervisor
(3)	Mel Ingram Field	By Arrangement with GPHS Athletic Director or designee
(4)	All other District Facilities including gymnasiums, auditoriums, GPHS Commons (non-cafeteria use), classrooms, libraries, music rooms and fields	100.00

These damage/cleaning deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user’s deposit if not included in normal district maintenance. When a user’s deposit is exhausted, a new deposit shall be required before continuing use. In the event a user’s deposit is exhausted within a term of receipt, the Board or its delegate may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

All damage/cleaning deposits remain the property of the user’s organization and are refundable until such time an assessment is made against the user. The user shall be notified of such assessment no later than five working days following the last date of use. To the extent the group’s deposit is not sufficient to cover any damage arising from a group’s use of District 7 facilities, the user group will be billed for the additional cost.

Rental Fee Schedule²

²The rental fees indicated in the following section represents the recommended rental rate for District facility use. Authorized District Personnel have discretion in establishing a different rental rate in unique circumstances such as seasonal use and multi-day facility bookings. Rental fees for special use facilities including the GPHS PAC, Mel Ingram Field and any kitchen/cafeteria use will be by arrangement with the District personnel responsible for such facilities as designated in this regulation. Rental fee rates for special use facilities will be reviewed and updated periodically by the superintendent or designee.

In addition to the required damage/cleaning deposits, the following rental fees shall be required for **youth-related nonschool activities**:

	Facility	Rental Fee
(1)	GPHS PAC	By Arrangement with the GPHS PAC Director
(2)	Kitchens/Cafeterias/GPHS Commons (cafeteria use)	By Arrangement with the Food Service Supervisor
(3)	Mel Ingram Field	By Arrangement with the GPHS Athletic Director or designee
(4)	All other district facilities including gymnasiums, auditoriums, GPHS Commons (non-cafeteria use), classrooms, libraries, music rooms and fields	No fee ³

The following rental fees shall be required for **adult-related nonschool activities**:

	Facility	Rental Fee
(1)	GPHS PAC	By Arrangement with the GPHS PAC Director
(2)	Kitchens/Cafeterias/GPHS Commons (cafeteria use)	By Arrangement with the Food Services Supervisor
(3)	Mel Ingram Field	By Arrangement with the GPHS Athletic Director
(4)	All other district facilities including gymnasiums, auditoriums, GPHS Commons (non-cafeteria use), classrooms, libraries, music rooms and fields	\$25/hour

General Rules

In addition, the following rules shall apply to community use of District 7 facilities:

1. A Grants Pass School District No. 7 Building/Field Use Request Form must be submitted by the person or group to the school office;
2. All facility/grounds activities will be scheduled under the guidelines and time frames established by the superintendent or designee. The superintendent or designee retains the right to deny anyone further use of district facilities due to security breach, damage to facilities or other improper action. Problems with user groups (damages, etc.) will be documented and may preclude future use;

³The district reserves the right to required reimbursement of estimated janitorial costs for youth-related nonschool activities when such requests require assignment of custodial time outside of their normal working hours such as weekend or evening gym use requests.

3. A certificate of insurance for an amount of not less than \$1 million must be submitted to the school office (with a copy forwarded to the District 7 business office) by any organization wishing to use district facilities for nonschool activities before a Building/Field Use Request Form is approved;
4. Cleaning/Damage deposits and rental fee payments must be submitted before a Building/Field Use Request Form is approved;
5. An appropriate district staff member must be assigned for the requested use. This staff member is responsible for access, indirect supervision and cleaning. Whenever possible, the assigned staff should be employed in the building where the activity is to take place. If district kitchen facilities are used, a district food service employee will be on duty at all times. Decisions relating to custodial, food service or other additional staff hours will be made by the building principal or designee⁴;
6. In general, renting organizations requiring the use of extra equipment such as microphones, overhead projectors, video equipment, etc., will be charged an extra \$10 per item. Tables, chairs and other nontechnical equipment can be supplied at a cost of \$25 per event. Any equipment, supplies or extra services relating to special use facilities including the GPHS PAC Mel Ingram Field and any kitchen/cafeteria use will be “by arrangement” with the district personnel responsible for these facilities as designated in this regulation and the associated costs will be in addition to the basic rental charge. The superintendent or designee may require additional deposits or rental charges for special requests not covered by this administrative regulation;
7. The superintendent or designee may approve nonmonetary contributions (i.e., “in-kind” contributions of services, supplies and/or property) by community organizations in lieu of rental fees on an annual basis. Any agreement will be in writing for a specified period of time;
8. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the superintendent or designee will determine whether such use should continue and whether alternative fields are available;
9. The building principal or designee may waive the cleaning/damage deposit and/or insurance certificate requirement when the proposed use is limited in nature and represents a minimal risk to the district. Such waivers will be noted on the Building/Field Use Request Form;
10. In limited circumstances, rental fees may be waived by the superintendent or designee when it is determined to be in the best interests of the district. Such waivers (and the reason for the waiver) will be stated on the Building/Field Use Request Form.

⁴Decisions regarding food service staff assignments will be made in conjunction with the food service supervisor. Decisions regarding the GPHS PAC will be made in conjunction with the GPHS PAC Director.