

Community Use of District Facilities

“Rental and Use of School Facilities and Equipment Booklet”

Procedures and Fee Schedule

1. Facility Use for School District Purposes (Category A)

Facility and equipment use that is directly affiliated with, and sponsored by, the Hood River County School District (HRCSD) and that is of educational benefit to HRCSD students will be made available at no charge (see Item 4, Category A). The administrator in charge of facility use, with input from the relevant school administrator, will determine the validity of each request and determine the area and/or equipment that is conducive to the type of facility use requested. The facility use and school administrators must also evaluate and follow through on the condition of the facility and equipment after utilization.

HRCSD Community Education programs, club sports, and classes along with Booster clubs, PTA, and other directly affiliated groups will be allowed to use facilities under this rate category.

Where large groups of students will be in attendance, a ratio of one adult supervisor to each 25 students is necessary.

All services to support functions in this category will be at no additional cost and will be completed by district staff working within budget limits set for the year. Except for Community Education programs, club sports and classes would be required to pay for all support services at the rates detailed in Item 5.

2. Facility Use for Public Schools, Public Educational Service Groups, Community Groups and Non-Profit Organizations (Category B)

Facility use for other public schools, public educational service groups, community groups and nonprofit organizations will be allowed at the rates detailed in Item 4, Category B. The administrator in charge of facility use, with input from the school administrator, will determine the validity of the request and determine the area and/or equipment that is conducive to the type of facility use requested.

Examples of Category B Groups/Activities:

- a. Community groups.
- b. Nonprofit groups that are sponsoring activities for district students such as Girl/Boy Scouts, Campfire, Junior Achievement, Special Olympics, Youth Choir, etc.
- c. Nonprofit groups that are not sponsoring activities for district students or do not directly fund student and/or HRCSD activities such as government agencies, including city, county or state governments, ODE, federal agencies, planning commissions, political meetings/groups, etc.

- d. Little League, Babe Ruth, American Legion will be included in this category for field use.
- e. Adult recreation groups or child recreation groups, club and association meetings, such as neighborhood or homeowner's associations, skate groups, etc.
- f. Charitable organizations must be able to demonstrate their 501(c)(3) status upon request.

Where large groups of students will be in attendance, a ratio of one adult supervisor to each 25 students is necessary.

All support services to support functions in this category will be at the rates detailed in Item 5. In no case will the amount for support services be less than the costs to HRCSD.

3. Facility Use for Individuals and Businesses (Category C)

Facility use for individuals and businesses will be allowed at the rates detailed in Item 4, Category C. The administrator in charge of facility use, with input from the school administrator, will determine the validity of the request and determine the area and/or equipment that is conducive to these types of facility use requests.

These may be private or public events where people are expected to attend, when participants may be charged entry or other fees, and the proceeds are not used to benefit school district activities. (Examples such as dance recitals, wedding receptions, business conferences, private exercise/wellness groups, individual rentals, etc. fit into this category - this list is not comprehensive.)

Where large groups of students will be in attendance, a ratio of one adult supervisor to each 25 students is necessary.

All support services to support functions in this category will be at the rates detailed in Item 5. In no case will the amount be less than the costs to HRCSD.

Use of district facilities in this category are not intended to compete with private business.

4. Fee Schedule for Facility Use

Non-County Resident Fee: A non-county resident fee of 1 percent of the total cost of facility use will be charged to any non-county resident individual, business, group, or organization in addition to the applicable fees from Items 4 and 5.

- * Kitchens and kitchen equipment (does not include dining areas). School district cook shall be utilized.
- ** If field equipment is to be used, a district staff member must be present and a monitoring fee charged.

FACILITY USE FEES (Hourly rates unless otherwise indicated.)				
Facility Used	Category A	Category B	Category C	Maximum Charge (per day)
Classroom – General	No charge	\$5	\$20	\$160
Classroom – Music	No charge	\$5	\$20	\$160
Auditorium – Elementary (stage)	No charge	\$10	\$40	\$320
Auditorium – Secondary - Performance	No charge	\$100 per use	\$400 per use	No Max
Auditorium – Secondary - Rehearsal	No charge	\$25 per use	\$100 per use	No Max
Auditorium – Secondary - Lecture	No charge	\$50 per use	\$200 per use	No Max
Conference Rooms	No charge	\$10	\$40	\$320
Cafeteria – Elementary	No charge	\$10	\$40	\$320
Cafeteria – Secondary	No charge	\$10	\$40	\$320
Commons – Elementary	No charge	\$10	\$40	\$320
Commons – Secondary	No charge	\$10	\$40	\$320
Computer Labs	No charge	\$10	\$40	\$320
Library/Media Center	No charge	\$10	\$40	\$320
Gym – Elementary	No charge	\$10	\$40	\$320
Gym – Middle School	No charge	\$10	\$40	\$320
Gym – High School	No charge	\$20	\$80	\$640
Showers/Locker Rooms	No charge	\$25 per use	\$25 per use	N/A
Kitchen – Commercial (HRMS)	No charge	\$25	\$100	\$800
Kitchen – Elementary*	N/A	\$25 + staff	\$45 + staff	\$360 + staff

FACILITY USE FEES (Hourly rates unless otherwise indicated.)				
Facility Used	Category A	Category B	Category C	Maximum Charge (per day)
Kitchen – Secondary*	N/A	\$35 + staff	\$55 + staff	\$440 + staff
Heating Water (dishwasher/water heater)	No charge	\$75 per use	\$150 per use	N/A
Fields – General Purpose **	No charge	\$10	\$40	N/A
Shop	No charge	\$20	\$40	N/A
Shop Equipment	No charge	\$20	\$40	N/A
Football Field – Middle Schools **	No charge	\$10	\$40	N/A
Track – Middle Schools**	No charge	\$10	\$40	N/A
Fields – Varsity Baseball – HRVHS**	No charge	\$15	\$150 per use	N/A
Fields – Junior Varsity Baseball – HRVHS**	No charge	\$15	\$125 per use	N/A
Fields – Football – HRVHS**	No charge	\$15	\$150 per use	N/A
Track – HRVHS**	No charge	\$15	\$150 per use	N/A
Fields – Lights/Concession	\$5 per use	\$10 per use	\$20 per use	N/A
Fields – Preparation	\$5 per use	\$10 per use	\$20 per use	N/A
Fields – Softball – Westside **	No charge	\$15	\$125 per use	N/A
Covered Play Area	No charge	\$5	\$20	N/A
Parking Areas	No charge	\$5	\$20	N/A

5. Fee Schedule for Support Services

In addition to the “Fee Schedule for Facility Use,” the following support services will be required of all users. In no case will the amount for support services be less than the costs to HRCSD.

- a. Technology, Custodial, Food Services and Other Support Staff - When school district employees are required to be on duty for purposes of cleaning, supervising, cooking or technology support, the user group will be charged \$25 per hour. Custodial charges will be applied as needed to get the school ready after usage from groups over 50 people using any space. All fees collected will be applied to the school or department where the expense occurred.
- b. Minimum Charge - Minimum charge of one-half (1/2) hour will be used.
- c. Processing Fee - A non-refundable processing fee of \$10 will be charged for each facility/equipment use request.
- d. Key Fee - Where a key is loaned, a \$50 key retainer will be collected and returned upon satisfactory return of the key.
- e. Access Fee - Where access is required inside buildings beyond the normal staffing hours, a \$25 access fee will be charged to cover the expense of having support to open and close the facilities.
- f. All organizations permitted to use HRCSD properties are expected to leave facilities/fields in good order. Charges will be invoiced in addition to those listed if the custodian has extra cleaning to do.
- g. Use of facilities and fee charges not covered in the preceding schedule will be determined by the chief financial officer and facility use administrator.

6. Facility Use Scheduling

All facility use will be scheduled through the facility use coordinator or through the front office of the desired facility by the responsible individual, group or organization.

All school and district functions will be given priority over all other facility use requests. In the event of a conflict, all efforts will be exercised to identify an alternative that is mutually beneficial, with the understanding that priority will always be given to the school or district function.

In such cases where a school district activity conflict arises, and has to take priority over a previously schedule function in categories B or C, the group will receive a refund of any payments for the function if a mutually agreeable alternative cannot be identified.

All facility use scheduling requests must occur no earlier than 9 months prior to the function and no later than 72 hours prior to the function.

7. Facility Use Limits and Restrictions

- a. Alcoholic Beverages on School District Property
 - (1) The school district shall not allow the use of school property by individuals, nonprofit organizations or taxable profit organizations that dispense, sell, give, use or allow the use of alcoholic beverages while using, renting or being on school district property.

- (2) Violations of this procedure by individuals or groups will automatically cancel any permission to be on school district property
- (3) The school district reserves the right to refuse permission to any individual, nonprofit organization, or taxable profit organization to use district property, for any reason that the district school board deems sufficient.

b. Specialized Facilities and Equipment

Science classrooms and vocational education shops shall not be used except for educational purposes. Groups using specialized facilities and equipment, like cafeterias, kitchens and auditoriums will pay any additional costs determined by the chief financial officer and/or facility use administrator. These include utilities, custodial, food service and technology costs above in Item 5, Fee Schedule for Support Services. Any groups that propose activities that might cause damage or present a hazard to school property or personnel will not be allowed use of facilities or equipment.

c. Fields

Football, softball, baseball and soccer fields are available for use by in-district and out-of-district teams. Hood River County teams, such as Little League, Babe Ruth, American Legion, that need the fields will be charged for field use just like a visiting school under Item 4, Category B. However, these teams must be responsible for field set-up, maintenance and cleanup. If any district maintenance personnel are needed to assist local teams in preparing the field or in cleanup, that team will be charged as outlined in Item 5.

Any out-of-district team utilizing the baseball fields will be charged a set rate plus field maintenance time. HRVHS track, football and baseball fields and related facility usage will be scheduled through the HRVHS Athletic Department or district facility use coordinator and will be entered into the district's Facility Management System. High school activity uses on Westside Elementary School fields are schedule through the HRVHS Athletic Department or district facility use coordinator.

All field use schedules must be entered into the district's Facility Management System.

- d. Music rooms - Will not be rented without permission from school administrator.
- e. Kitchens - Will not be rented without permission from the food service director.

8. Procedures for Use of Equipment

- a. Equipment use to nonprofit Hood River County organizations designed for the primary purpose of providing public service to the community or district, and also religious organizations who have the specific intent of providing this type of service.

Nonprofit groups may not borrow equipment, unless it benefits the district staff or students. Loans of this nature must have district administrative personnel approval.

- b. Equipment use to organizations, or individuals whose primary concern is to earn a taxable profit; organizations for private use or private financial gain; and religious organizations for solely religious purposes.

Equipment loans to persons whose primary concern is to make a taxable profit will not use district equipment.

c. Individual Requests

No school equipment, supplies and/or physical facilities may be used for private, personal or financial gain by any individual.

d. Liability for Loss or Injury

The borrower(s) will assume liability for loss and/or damage, other than normal wear, of equipment. Further, the district will not be responsible for injury to others as a direct result of transporting, using or operating the equipment.

e. Type of Equipment Loaned

- (1) No equipment will be loaned in competition with local businesses.
- (2) No maintenance or custodial equipment will be loaned or rented to any individual or group except municipal or governmental agencies in emergency situations.
- (3) Special, high damage risk and highly dangerous equipment will not be loaned or used.
- (4) Vocational education equipment will not be taken from its regular building area.

f. Recreational groups are allowed to use district-owned nets and standards, but will provide their own basketballs, shuttlecocks, etc. No towels, trainer supplies, trainer equipment or gym clothes will be furnished. With the permission of the principal and/or the facility use director, score clocks may be used for league games at a fee designated in the fee schedule.

g. Any groups or individuals using district equipment shall be responsible for repairing or correcting any damages or equipment failures while under their responsibility.

h. Overuse of equipment

When, in the opinion of the school administration, a borrower begins to take advantage of equipment at the expense of the district, then all rights to loaning will be revoked.

i. Equipment Supplies

All supplies used in conjunction with equipment must be furnished by the borrower.

j. Emergencies

During emergencies, the district reserves the right to have equipment returned for use at superintendent's discretion.

k. Return of Equipment

The person authorizing the loan is responsible for the return of loaned equipment or property.

1. Equipment Loan Procedures

- (1) The borrower will obtain an Equipment Loan Request form from the building principal or district office personnel.
- (2) After filling out this form and obtaining the appropriate school official's signature, the authorized lender will record the transaction and turn over the equipment.
- (3) The person authorizing the loan is responsible for the return of the property within the agreed timeline.
- (4) The equipment returned will be inspected to determine misuse or damage before being placed in its original location.
- (5) Rental time shall not exceed a two-week period during any fiscal year without the expressed consent of the administration.

9. Insurance Coverage and Responsibility for Damages to Property

- a. The requesting individual for the group or organization shall provide proof of liability insurance coverage in the amount of at least \$500,000 and to indemnify the school district and hold it harmless from any liability arising from our use of the school district property.
- b. The requesting individual for the group or organization shall be responsible for any and all damages to the school district property arising from the permitted use of facilities and fields.