

Jackson County School District 9

Code: **KG/KGF-AR**
Adopted: 9/13/84, 11/15/90
Readopted: 11/14/01, 2/02/07
Orig. Code(s): AP 8111, 811-8112, 8121-
8122, 8122

Community Use of District Facilities/Equipment

1. Procedure for Facilities/Equipment Requests:

- a. Facilities/Equipment request forms will be made available at all schools.
- b. All facility usage forms must originate with the principal of the school at which the activity is to be held.
- c. A current certificate of liability insurance with bodily injury and property damage insurance coverage of no less than \$1,000,000 per occurrence and \$1,000,000 aggregate is a mandatory requirement for all non-district sponsored activities where community members and/or organizations request to use district facilities. This certificate of liability insurance must be provided in conjunction with the facility usage form, and must originate with the principal of the school site.
- d. The form will then be sent to the maintenance supervisor and/or food service supervisor who will assess the fees and indicate them on the form. (See fee schedule attached.)
- e. Once all required signatures regarding the activity are obtained, the maintenance administrative assistant will send a copy of the completed form approving/disapproving the activity. If approved, a listing stating any charges will be given, as well as a copy of the district policy in regard to facilities/equipment usage. All other copies are then distributed to parties involved.

During the summer months when the principals may be absent, the requests may start at the level of maintenance director.

2. Kitchen Use Requirements:

If use of a kitchen facility is requested where food is to be prepared; required pre-approval of the food service director is mandatory. During the time period of the facility use request, JCS D 9 food service personnel must be on duty. If no food service personnel are available the kitchen facility will then be deemed unavailable for use.

3. Facilities will be available for use by the following groups:

- a. School-sponsored groups and activities for staff, students and parents (i.e., Boy Scouts, employee associations, PTA and parent clubs) may use the buildings without charge and at the discretion of the unit manager;
- b. Non-organized student and parent groups may use the facilities but must be properly supervised by a responsible adult; the applicant signing the request is personally liable for the conduct of the group and the care of the building and equipment;
- c. Community groups may use school facilities/equipment only when such use does not conflict or interfere with regular school functions in the judgment of the unit manager;

- d. School facilities/equipment may be approved for political use and private use where admission is charged, but such use must not conflict with Board policies or state law.

4. Prohibited Conditions of Facility Use:

Use of school facilities/equipment shall be prohibited under the following conditions:

- a. The use of facilities of the district shall not be granted to any organization or individual listed as subversive by the Attorney General of the United States or who has been affiliated with organizations so listed;
- b. The use of school buildings and other facilities/equipment by any organization operating for private gain or any purpose involving private gain shall be permitted only when a worthy educational, civic or charitable purpose will be served, and the potential for direct competition with local business organizations is considered and reasonably resolved.

Cooperative agreements for fund raising between school-related organizations and organizations operated for private gain shall be examined for potential direct competition with local business organizations. Decisions regarding use of school facilities by such cooperative fund-raising or profit-making groups shall be the principal's responsibility.

- c. Private parties, persons and organizations conducting special classes (i.e., charm classes, speed reading, etc.) as their business will not be permitted to use district facilities.

5. Prohibited Activities on District Property

- a. The possession or consumption or use of any alcoholic beverage or illegal or controlled substance is prohibited on all district property.
- b. The following activities are prohibited on all district property unless they are approved in advance by the school administrator and supervised by district officials or other approved individuals:

- (1) The racing of automobiles, motorcycles and other vehicles;
- (2) The operation and/or racing of powered "go-carts" or other small powered vehicles;
- (3) Horseback riding;
- (4) Golf practice;
- (5) Archery practice;
- (6) All vehicles on school property are subject to the traffic laws of the state, county, city (when applicable) and any rules adopted by the Board or the building administrator.

6. Loan of Equipment and Material

- a. The loan of district equipment shall be allowed under the following rules:
 - (1) A facilities/equipment usage request form is made out following the same procedure as for the use of facilities;
 - (2) The equipment shall be returned by the date designated on the form;

- (3) The person signing the request assures the district that he/she knows how to properly operate and/or use the equipment/material;
 - (4) The party borrowing the equipment/material will be responsible for and shall replace or pay for any damage, including labor hours for repair of equipment damaged while in use or transit by the party borrowing;
 - (5) Equipment/Material is to be returned and/or set up if necessary, to the proper school or portion of the grounds from which it was borrowed, by the time designated on the request form;
 - (6) The administration has the right to disallow loaning certain types of equipment or material which it feels is too delicate or expensive to be removed from school buildings or grounds.
- b. Failure to follow any of the above may result in the nonuse of equipment/material by certain individuals or parties thereafter.

Community Use of School Facilities Fee Schedule

General Use Fee Description	Fee per 1,000 Sq. ft./Hr.
Cost for heat, light, water, etc.	\$.85
Depreciation - building, furniture, etc.	\$ <u>1.25</u>
	\$ 2.10

Site Fee	Sq. Ft.	Fee per Hour
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High School:

Cafeteria	4,500	\$ 6.75
Classrooms	1,000	2.10
Gym	12,000	25.20
Large Group Instruction Room	2,300	4.85
Stadium	N/A	21.00

Middle Schools:

Classrooms	1,000	\$ 2.10
Cafeteria	3,500	5.25
Gym	9,000	18.90
Gym- Old Junior High School	8,000	12.00

Elementary Schools:

Classrooms	1,000	\$ 2.10
Gym	7,200	15.15

Staffing Fee	Fee per hour
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Custodial:

During regular custodial working hours	No fee
Outside of regular custodial working hours	\$ 18.00

Food Service:

Kitchen usage (anytime)	20.00
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Request for Use of District Facilities/District Equipment
 Jackson County School District #9
 11 North Royal Avenue Eagle Point, OR 97524 541-830-6551

School/site: _____ Activity: _____
 Dates of use: _____ Day of week: M T W TH F S SU
 Times of use: Open facility _____ am/pm Close facility _____ am/pm
 Area to be used: School Room: _____ Equipment: _____ Field: _____
 Additional Equipment: _____

Organization: _____
 Applicant name: _____ Phone: _____
 Mailing address: _____
 Alternate name: _____ Phone: _____

Type of Use: Public Function Student Sponsored Live Music Recorded Music
 Non-Profit Profit
 Admission Charged: \$ _____ Other: _____

Persons and/or organizations using any JCSD #9 facility are advised that the district assumes no responsibility for injuries and/or accidents which occur while on JCSD #9 property, unless the result of negligence is on the part of the district. The applicant's signature below is an acknowledgment of this fact and an agreement that JCSD #9 will not be held liable for any medical expenses or personal property damages incurred during the use of its facilities. A current certificate of liability insurance must be provided in conjunction with the completed facility request, and must be provided by persons and/or organizations requesting to use any JCSD #9 facilities. The certificate of liability insurance must be provided directly to the requested site and done so prior to scheduled date of facility usage. The applicant's signature below also signifies that he/she has read, understands, and agrees to the responsibilities as listed on Board policy KG-KGF-AR - Community Use of School Facilities"

 Signature of Applicant Group/ Organization represented Date

FOR OFFICE USE ONLY CIL ON FILE: YES NO CIL EFFECTIVE DATES: _____

SITE DECISION:
 Approved Disapproved: _____
 Principal Signature Date

FOOD SERVICE DECISION:
 Approved Disapproved: _____
 Administration Signature Date

MAINTENANCE DEPARTMENT DECISION
 Approved Disapproved: _____
 Maintenance Supervisor Signature Date

Facility Use fee \$ _____ Certificate of Liability Insurance on File: Yes No
 Custodian fee \$ _____ Effective Dates: _____
 Other charges \$ _____ Additional Notes: _____
Total Charges \$ _____