

La Grande School District 1

Code: KG-AR
Revised/Reviewed: 3/12/03; 9/13/06; 4/30/08;
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Orig. Code(s): KG-AR

Community Use of School Facilities

Use of school facilities by community groups for worthwhile purposes is encouraged and permitted under the following guidelines.

Category and Priority of User Groups (in order of priority)

Category 1

Programs sponsored by registered nonprofit recognized under section 501(c) of the IRS code or legitimately sheltered under the umbrella of another 501(c) organization, volunteer-based organizations to serve students attending the district, staff development activities for our employees sponsored by local professional organizations. Also, adult events for civic, educational or charitable activities benefitting the community at large. Such events must generally be open to the general public with no admission charged or contributions taken. Deposit fees, maintenance fee and reimbursement for direct costs associated with the events, are required. District employees may utilize facilities for noncommercial use under this category.

If the event is totally fund raising and not a recreational or educational activity for youth, it is in category 2.

Category 2

Other youth and adult programs for local organizations serving other student populations, or for-profit local youth events. Events for noncommercial purposes or nonprofit educational workshops where admission or registration fee is charged. Examples include: Home School Association and Private Schools, church services, adult basketball/volleyball/softball leagues, church recreational use of gyms, Child Care and Resource and Referral, NE Fire School Deposit fees, rent Maintenance Fee and reimbursement for direct costs associated with the event are required.

Category 3

Commercial purposes for organizations or individuals and for non-local youth organizations. Rental, deposits and reimbursement for direct costs associated with the events are required. Examples are: Northwest Basketball Camp, privately organized local youth music and dance recitals.

General Administration

1. A written Agreement for Facility Use must be executed by both the district and user group in order to schedule use of facilities. Ground rules for the use of buildings and fields are attached to facility use agreements and are a part of the terms and conditions for using district facilities.

2. Rents, deposits and fees are established by administrative regulation and may be changed from time to time. Deposits are established to guarantee the damage-free use of facilities and the payment of rent as it becomes due. The district has the unilateral right to deduct from deposits any sums necessary to repair damage and/or collect rent. In addition, the district has the right to be reimbursed for any additional damage when a deposit is insufficient to cover the expenses of same. No interest is accumulated on deposits held by the district.
3. The district will make a reasonable attempt to notify interested parties regarding scheduling cycles in order to give priority organizations an opportunity to schedule their activities/seasons. Failure of a priority organization to schedule activities on a timely basis will not be a reason to bump lower priority events once they have been scheduled.
4. The rent and deposit schedule may not anticipate every item or combination of uses that may be requested. The superintendent has the right to waive or adjust fees or other restrictions as the situation may warrant that is in the best interest of the district.
5. A custodian or other responsible district employee must be present for the opening and closing of all use of facilities. To the extent regularly scheduled custodial shifts cover an event, no charge for unlocking and locking up. There is an \$18 per hour charge for set up and clean up with a minimum of 2 hours.
6. When events are scheduled outside of regular custodial scheduled work hours, a charge will be made to have a responsible district employee present. The charge will be \$26.50 per hour, with a minimum of 2 hours, for custodial. No charge if you have a district employee willing to donate their time.
7. Keys and Id Badges will be loaned to nondistrict employees only on rare occasions. When this is done a \$50 key deposit will be required for Willow Elementary, plus the party agrees to pay re-keying costs and damages as a result of misuse or unsecured buildings at all locations. A one-time cost of \$25 will take place to complete background checks, create keys/Id Badges for afterhours/weekend use. Background checks need to be done every 3 years.
8. All nondistrict employees, agencies, organizations and outside school districts utilizing La Grande School District facilities, must provide the district with a Certificate of Liability Insurance in the amount of \$1,000,000.
9. Consistent with state law, a district employee cannot be asked to volunteer in the capacity of his/her normal work requirements in order to avoid charges to a facility user.
10. Groups may reserve one facility for multiple events, up to 4 times a week in advance. They can also reserve multiple sites for 2 events in one location and 2 events at another site (4 total events per week). Depending on space and availability you may request extra use and if space is limited, you may be asked to reduce the number of events requested. Sharing with the public and providing equity in the use of our facilities is a priority.
11. Reservations are made quarterly. This gives the district time to get their events reserved first.
12. Maintenance fee of \$5 per hour will be charged for Category 2 and 3. These fees will be used to offset routine wear and tear on district facilities as well as the after school sports programs.

13. Contact the operations specialist within 48 hours for cancellations. A \$5 per hour charged will be assessed for no-shows. If cancellation is due to weather, there will be no fee charged.

Deposits

A \$50 deposit will be charged for a one time use of limited area of facility, excluding gyms and auditorium. A \$100 deposit will be charged for a one time use of auditorium and/or gym. A \$200 deposit will be charged for multiple uses of auditorium and/or gyms. A \$1,000 deposit will be charged for large, extended use, and multiple locations.

Kitchen Use

For health, sanitation and security reasons, all use of kitchens will require a school nutrition staff member to be present. The staffing fee will be \$26 per hour. For all use except category one, there will be a rent charge of \$75 for all schools.

Auditorium

A qualified district lighting and sound technician is required for auditorium use. The staffing fee will be \$60 per hour. If the user's needs extend beyond the pre-set system, then the technician must be present throughout the use of the auditorium and arrangements must to schedule the technician. If a technician is not available from the pool of qualified individuals, then pre-set is the user's only option.

Specialty Labs

This covers the use of computer, welding, home education, woods shop and auto shop classrooms. A qualified district employee must be present throughout the use of the lab and must be paid his/her regular hourly rate. If no district staff person is available from the pool of qualified district employees, the lab CANNOT be used, unless approved by the superintendent. If a qualified district employee is being hired by the entity requesting use of the lab, the cost of the employee from the district's perspective will be waived, so long as the employee who will be present during use agrees to that arrangement. The district has sole discretion to identify which employees will be in the pool of qualified staff to cover use. The rent charge is \$15 per hour plus the cost of the qualified employee.

**La Grande School District
Facility Use Fee Schedule**

District activities have the unilateral right to bump other events.

Category 1 District related programs sponsored by nonprofit, volunteer-based organizations to serve students attending the district and adult events for civic, educational or charitable activities benefitting the community at large.

If Category 1 totally fund raising and not a recreational or educational non-profit activity that is not affiliated with the district, it is a Category 2.

Category 2 Other youth and adult programs for local organizations serving other student populations. Events for noncommercial purposes or nonprofit education workshops where admission or registration fee is charged.

Category 3 Commercial purposes for organizations or individuals.

	Category 1	Category 2	Category 3
Elementary			
Classroom	\$0.00	\$10.00/HR	\$15.00/HR
Gym	\$0.00	\$15.00/HR	\$20.00/HR
Library	\$0.00	\$10.00/HR	\$15.00/HR
Kitchen	\$0.00	\$75.00/day**	\$75.00/day**
Field	\$0.00	\$10.00/HR	\$15.00/HR
Middle School			
Classroom	\$0.00	\$10.00/HR	\$15.00/HR
Commons	\$0.00	\$10.00/HR	\$15.00/HR
Kitchen	\$0.00	\$75.00/Day**	\$75.00/Day**
LMS Wrestling Deck	\$0.00	\$10.00/HR	\$15.00/HR
Gym	\$0.00	\$15.00/HR	\$20.00/HR
Annex Gym	\$0.00	\$15.00/HR	\$20.00/HR
Annex Batting Cages	\$0.00	\$15.00/HR	\$20.00/HR
Choir room	\$0.00	\$10.00/HR	\$15.00/HR
High School			
Classroom	\$0.00	\$10.00/HR	\$15.00/HR
Commons	\$0.00	\$10.00/HR	\$15.00/HR
Kitchen	\$0.00	\$75.00/Day**	\$75.00/Day**
Gym	\$0.00	\$15.00/HR	\$20.00/HR
Weight Room	\$0.00	\$10.00/HR	\$15.00/HR
Auditorium	\$0.00	\$15.00/HR	\$20.00/HR
AV Auditorium	\$0.00	\$10.00/HR	\$15.00/HR
Room 7 Conference room	\$0.00	\$10.00/HR	\$15.00/HR
Tennis Courts	\$0.00	\$10.00/HR	\$15.00/HR
Track	\$0.00	\$10.00/HR	\$15.00/HR
Wrestling Deck	\$0.00	\$10.00/HR	\$15.00/HR
Field	\$0.00	\$5.00/Day	\$15.00/HR
Library	\$0.00	\$10.00/HR	\$15.00/HR

Direct Cost	Category 1	Category 2	Category 3
No Show Fee	\$5.00/HR	\$5.00/HR	\$5.00/HR
¹ Maintenance Fee	\$0.00	\$5.00/HR	\$5.00/HR
² Kitchen Staffing Fee	\$26.00	\$26.00	\$26.00
³ Custodial	\$0.00	\$18.00	\$18.00
⁴ Custodial overtime	\$0.00	\$26.50	\$26.50
Lighting/Sound Tech	\$60.00	\$60.00	\$60.00
Trash	\$18-\$46	\$18-\$47	\$18-\$50
Lights	\$0.50/HR	\$0.50/HR	\$0.50/HR
Heat/Air	\$5.00/4HRs or \$15.00/Day (all categories)		

Deposit

One time use Excluding Gym	\$50.00	\$50.00	\$50.00
One time use of Auditorium/Gym	\$100.00	\$100.00	\$100.00
Multiple uses of Auditorium/Gyms	\$200.00	\$200.00	\$200.00
Large, extended use, multiple locations of Gym	\$1,000.00	\$1,000.00	\$1,000.00

Gym/Field Use maximum of 2 hours/2 days per week, unless a special event has been approved.

Other Fees

All Categories

Microphone	\$10.00
Overhead Projector	\$5.00
Scoreboard Technician	\$15/HR
Lighting and Sound Technician	\$60/HR
Chair Set Up:	
50 People	\$13.00
100 People	\$26.00
Table and chairs set up 8/table:	
7 tables, seating for 56	\$20.00
14 tables, seating for 112	\$40.00
Wrestling mat use fee:	
One event	\$10.00
Season	\$125.00

¹ Maintenance fees will be charged to users. These fees will be used to offset routine wear and tear on district facilities.

² Kitchen staffing fee is required, minimum of 2 hours.

³ Custodial fee is for anything above opening and locking up – minimum of 2 hours.

⁴ Custodial overtime fee is for after hours – minimum of 2 hours.