

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

1. District related functions. Such uses will be scheduled as far in advance as possible to minimize the possibility of bumping other events, but in any case have the unilateral right to use of school facilities for the operation of its regular instructional programs, activities and athletics and other events.
2. Programs sponsored by nonprofit, volunteer-based organizations to serve students attending the district. Examples of such programs include PTA's, Boosters, Boy and Girl Scouts, AAU, USA Wrestling, La Grande Little League, Union County Youth Soccer Association, sports clinics, Elk's Hoop Shoot, Babe Ruth, Select Soccer, ASA Softball, Philly Trip, Union County Children's Choir, 24-Hour Relay, Union County Special Olympics and city of La Grande youth recreation activities. Deposit fees are required for these activities as well as reimbursement for direct costs associated with the event. No rental fees required.

If the event is totally fund raising and not a recreational or educational activity for youth, it is in category 3.

3. Other youth and adult programs for local organizations serving other student populations, or for-profit local youth events. Examples include Home School Association, Private Schools, Union Baker ESD, BMCC and EOU. Deposit fees, rent and reimbursement for direct costs associated with the event are required.
4. 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. Also staff development activities for our employees sponsored by local professional organizations: Examples include city of La Grande meetings, candidate forums (all candidates invited), Lion's clubs, city of Island City, state police, La Grande Police Department academies and trainings. Union County Chamber of Commerce, Oregon School Boards Association, Oregon Education Media Specialists. Deposit fees, as well as reimbursement for direct costs associated with the events, are required.

5. Events for noncommercial purposes or nonprofit educational workshops where admission or registration fee is charged. Examples are: church services, adult basketball/volleyball/softball leagues, church recreational use of gyms, Child Care and Resource and Referral, NE Fire School. Deposit as well as rent and direct costs associated with the event are required.
6. Commercial purposes for organizations or individuals and for nonlocal youth organizations. Rental, deposits and reimbursement for direct costs associated with the events are required. Examples are: Northwest Basketball Camp, Grande Ronde Karate School, 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. District administration has the right to adjust fees 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 such coverage will be made. When events are scheduled outside of regular custodial schedules, a charge will be made to have a responsible district employee present. Keys will be loaned to nondistrict employees only on rare occasions. When this is done a \$500 key deposit will be required, plus the party agrees to pay re-keying costs and damages as a result of misuse or unsecured buildings.
6. Consistent with state of Oregon, Bureau of Labor and Industries administrative rules, 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.

Schedule of Fees/Deposits/Direct Costs

1. Rent Category 3 and 5:

\$ 5 Day

Ball Field

\$10 Hour for first space, \$5 each additional:

Classroom

Elementary School Gym/Annex Gym

Library

Commons

LMS Wrestling Deck

LHS Wrestling Deck

Soccer Field

LHS Track

Tennis Courts

\$15 Hour

LMS Gym

LHS Gym

Auditorium

Specialty Labs*

\$40 Day

Greenwood/Middle School Kitchen

\$75 Day*

High School/Central Kitchen

2. Rent Category 6:

\$15 Hour for use of one area of facility/\$100 day:

Classroom

Elementary School Gym/Annex Gym

Library

Commons

LMS Wrestling Deck

LHS Wrestling Deck

Soccer Field

LHS Track

Tennis Courts

\$20 Hour

LMS Gym

LHS Gym

Auditorium

Specialty labs and kitchens are not available for commercial use.

The district reserves the right to negotiate fees for extended use or multiple use of different areas.

FEES

| | | |
|-------------------------------------|----------------------------|-------|
| Scheduling fee for 12 or more dates | | \$ 25 |
| Microphone | | \$ 10 |
| Overhead Projector | | \$ 10 |
| Scoreboard Use | | \$ 10 |
| TV/VCR | | \$ 10 |
| Chair Set Up | 50 People | \$ 13 |
| | 100 People | \$ 26 |
| Table and chairs set up 8/table | | |
| | 7 tables, seating for 56 | \$ 20 |
| | 14 tables, seating for 112 | \$ 40 |
| Wrestling mat use fee, one event | | \$ 10 |
| | Season | \$125 |

DIRECT COSTS

| | | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Custodian Help | Door unlock/lock lights on during regular work hours | Free |
| Custodian Help | Clean up, specialized set up, regular work hours | \$18 per custodian |
| Custodian Help | Weekend, overtime, any service Per custodian with a two-hour minimum | \$26.50 hr. |
| Trash Service | If the event causes the need for an additional dumpster pickup, the group will be charged the dump fee. This fee varies with the dumpster size at each school. The range is \$18-\$45. | |
| Heat | To cover costs for heating there will be a \$5 fee for an evening event (4 hours or less) where heat is requested or \$15 a day. These fees will only be charged when heat is not normally scheduled for school purposes. This is a per site charge. | |
| Lights | Lighting cost for HS, LMS and Island City gym is \$.50 per hour. | |

DEPOSITS

For one time use of limited area of facility excluding gyms and auditorium, \$50; for one time use of auditorium and or gym, \$100; for multiple uses of auditorium and/or gyms, \$200; for large, extended use, multiple locations of gyms, \$1,000.

***Kitchen Use**

For health, sanitary 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 \$40 for Greenwood and Middle School, and \$75 for High School and Central.

***Specialty Labs**

This covers the use of computer, welding, home education, wood 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 people, the lab CANNOT be used. 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.

(Agencies, organizations and outside school districts utilizing our facilities will provide the district with a Certificate of Liability Insurance.)