

Lake County School District 7

Code: **KG**
Adopted: 11/24/08
Readopted: 11/14/11
Orig. Code(s): KG

Use of District Properties

It is the policy of the Board to make school buildings and other facilities and equipment of the district available to the public in a manner that is not in conflict with ORS 332.172 or with the regular use of the district programs and services and which is fiscally possible.

Facilities Use

It is the desire of the Board that maximum use be made of the facilities under its jurisdiction for educational and recreational activities. To extend the privilege of using these facilities, the Board finds it necessary to seek compliance with the following provisions governing the use of school buildings and facilities:

1. School buildings shall be made available for use by individuals, community groups, or organizations only when such use does not conflict or interfere with regular school functions. The judgment of each principal will be relied upon in determining such conflicts;
2. Approval of use of school buildings for nonschool purposes by the Board or its agents shall not constitute endorsement or approval of the individuals, community groups or organizations sponsoring the activity or the sentiments or purposes they espouse;
3. The Board may charge a fee for the use of school buildings and facilities by individuals, community groups, and organizations not directly associated with the schools. These fees will be used to defray a portion of the expenses made by increased use of, light and janitorial services. Heating charges may be charged separately depending on the use request. Fees may be reviewed annually;
4. Use of school buildings or facilities which would require a large number of rooms or building must be presented for Board approval and for suggested charges and supervision. No campers will be allowed on the grounds without Board approval;
5. Sunday use or use on any day when school is not in session or in buildings where a custodian is not ordinarily on duty at the time of the scheduled activity may require a higher rental because of overtime pay of custodians and extra heating. Use of school buildings or facilities on Sundays must be approved by the superintendent, or the superintendent may refer the request to the Board for approval;
6. Permission for regular or continuing use by such nonschool groups or clubs shall expire annually on June 1, and the group must reapply for further use;

7. Applicants shall complete a district form to request use of a facility or equipment.
 - a. The principal or supervisor will indicate tentative approval on the form after verifying that the use requested meets the intent of this policy and that there is no other conflict of use.
 - b. The form will then be presented to the business manager to determine the fee and complete the agreement between the applicant and the district.
8. School buildings and facilities are available for community use at no expense to individuals, community groups or an organization, provided:
 - a. That the building's use is scheduled for the hours it is normally open and staffed;
 - b. That no admission is charged, collected, taken or other attempts are made to raise money for personal profit.
9. School buildings and facilities are available to individuals, community groups or organizations when admission charge is made for money-making ventures.
 - a. The contracting group may be required to carry adequate insurance to cover any possible liabilities that might occur.
 - b. The following rental fees are paid:
 - (1) Auditoriums, \$25 per night;
 - (2) Honker Court, \$50 per night;
 - (3) Honker Court with locker facilities and showers, \$150 per night, with a \$2 charge for each towel used;
 - (4) Union Gymnasium, \$25 per night;
 - (5) Regular classroom, one to four hours, \$5;
 - (6) Classroom with special equipment, (e.g., home economics, business, shop, etc.) one to four hours, \$10; and in limited situations by Board action, a minimum of \$25 per week may be charged.
 - c. The above rental charges may be adjusted by Board action if the function is locally directed and the participants are all district residents or residents within Lake County, and fees charged are kept to a minimum.
 - d. Heating costs will be charged at the most current rate established by district administration, only if the user requests heat to be provided.
10. Use of Lakeview High School's weight room will be granted to approved community groups only. Weight room use by individuals is prohibited due to insurance requirements of the district;
11. School buildings and equipment will be available for use for adult education/college coursework. Participants in these classes, or the sponsoring group, will be responsible for all related costs;
12. Applications which are exceptions to, or are not covered by the above provisions shall be brought to the attention of the superintendent for approval;

13. Any individual, organization, or group using district facilities shall designate one member of its group as being in charge of, and responsible for, the program or activity. This person shall in turn be responsible to the principal of the school in which the event is taking place;
14. There will a \$25 refundable fee charged for the issuance of any key to the district facility. This key deposit will be refunded to the user upon return of the key to the district;
15. The user shall be of good repute and demonstrate responsibility. The user shall be held personally accountable for fulfillment of the terms of the agreement, including payment of the rental fees and damages beyond ordinary depreciation of buildings or equipment;
16. The user shall be responsible for the conduct and control of both patrons and participants and shall see that all state, city and school district regulations governing use of the facility are followed;
17. Persons using school premises at any time or for any purpose shall not consume, sell, give or deliver alcoholic beverages, tobacco, or illegal drugs in the buildings or on the grounds thereof. Violation of this section shall constitute grounds for the revocation of the existing contract and/or refusal of permission to use the building at any future time;
18. District vehicles, including tractors, lawn mowers and any other equipment may not be loaned to any person except by permission of the superintendent in accordance with Board policy EDC/KGF - Authorized Use of District Equipment and Materials and accompanying administrative regulations;
19. The district will work with other school districts on a mutual exchange of equipment use. Such arrangements must be provided through the business manager and approved by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)
[ORS 332.107](#)
[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
KGF/EDC - Authorized Use of District Equipment and Materials
KI - Public Solicitation in District Facilities