

Lowell School District 71

Code: **KG**
Adopted: 3/15/00
Readopted: 5/19/14
Orig. Code(s): KG

Community Use of District Facilities

It is the policy of the district that school facilities shall be made available under capable and adult supervision, for community activities of an educational, recreational or civic nature. The district reserves the right to grant permission for building use and to deny any and all building use permits at its sole discretion.

Application must be filed on the regular Facility Use Application form which may be obtained from the principal or district office.

Meetings and activities for school purposes shall have precedence over all meeting and activities in the use of classrooms, gymnasiums, school kitchens, athletic fields and school grounds.

The serving or use of alcoholic beverages within the boundaries of school property is prohibited. Any patron becoming obnoxious or using profane language, or engaging in conduct which is not conducive to an educational atmosphere will be asked to leave. If said person should refuse to comply with such request, any school personnel, including the custodian, people in charge of meetings or any responsible person, may have the person removed. School authorities may request the presence of police or fire personnel at any meeting.

School facilities may be used by patrons only under the direct management of persons qualified to use and care for any equipment or apparatus contained therein; competent help to handle same shall be provided by those to whom the accommodation is granted. Damage to school facilities or district-owned equipment is the responsibility of the person to whom the accommodation is granted. Failure to clean the facilities after use may result in denial of future requests for use of district-owned facilities or equipment.

Groups using facilities will be classified as listed below with priority for use in the order listed:

1. Class I – School District Activities
 - a. School sponsored activities for students.
 - b. School sponsored activities for parents.
 - c. School related groups and organizations sponsored by the school.
2. Class II – Programs Provided to Patrons of District
 - a. Adult education classes sponsored by the district.
 - b. Parent and/or community organization sponsoring programs for youth of the district (scouts, summer activities, sports camps, etc.). If the program or organization requires district personnel to open or secure the facility, the program or organization will be charged according to Class III rates.
 - c. Community organizations of a civic or service nature.

3. Class III – Civic and Service Use **
 - a. Church sponsored activities.
 - b. County, city, state and federal agencies.
 - c. Local boards, commissions, etc.
 - d. Adult or youth education programs sponsored by educational institutions (University of Oregon, Lane Community College, etc.)
 - e. Adult groups residing in the district if no fees are charged to participants.

* Fees for a Class III organization’s money raising ventures for the organization’s own treasury or for private commercial gain will be charged at Class IV or Class V rates.
4. Class IV – Miscellaneous (Nonprofit Organizations, Out-of-District Groups, Profit-making Education Classes, etc.) **
 - a. Local nonprofit organizations collecting admissions fees or donations.
 - b. Out-of-District groups if no fees are charged.
 - c. Profit-making organizations if no fees or donations collected.
 - d. Adult or youth education classes sponsored by profit making individuals or organizations. (Dance, exercise classes, lectures, real estate classes, etc.)
5. Class V – Private Interest Groups **
6. Profit-making organizations charging admission fees. (See exceptions for adult and youth education classes, Item D, Class IV.) **

A deposit of \$50 will be required prior to using facilities.

** The superintendent can waive fees on a case by case basis.

General Rules

1. No one group will be allowed to use the same facility more than three times during a week for the same activity. If the facility is not being used, an exception to this statement could be made by the principal. If a group is granted use of a facility for more than the stated three days a week, the additional days may be curtailed if another group applies for use of the facility.
2. No group will be granted the use of any facility without the presence of a supervisor approved by the principal. The principal shall maintain a record of the name and phone number of the supervisor.
3. Facilities shall not be used for Class II, III, IV, or V activities unless a Facility Use Request form has been completed and permission granted by the appropriate principal.
4. The use of alcoholic beverages and illicit drugs on the school premises is illegal. Use in any form shall be prohibited on the school premises. Smoking will not be permitted except in areas designated by the principal.
5. Equipment and furniture, including pianos, shall be used and moved only with approval of the principal or his/her designee and shall not be removed from the premises.

6. Items of equipment such as audiovisual equipment, athletic equipment, chairs, bleachers, etc., will not be loaned nor rented for use off the school premises.
7. Buildings shall be closed at the time the custodians go off duty. The buildings may be used after the normal closing time only if an approved supervisor is present. This supervisor must be a district employee.
8. All school employees who supervise school facilities will be paid by the district. The district will be reimbursed by the user.
9. Any organization sponsoring the use of the buildings or grounds shall assume liability for any accidents that may occur upon the grounds or in the building during the times such facilities are in the use under its supervision.
10. The maximum number of people permitted in any school facility shall be restricted to its occupancy as indicated by the Fire Marshal.
11. The district reserves the right to require policy supervision at any event the administration deems necessary and to charge the user for that supervision.
12. All users of district facilities must comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.
13. The building administrator or designated supervisor has the right to stop any activity at anytime if, in his/her judgment, there are violations of the rules or if the activity is deemed to be hazardous to personnel, buildings, equipment, etc.
14. School gymnasiums may be used for purposes and activities appropriate to the facilities. Gym shoes are required of participants in all active sports and games. Gym shoes are defined as shoes specifically designed for indoor sports and are not nor have been used as general footwear out of doors.
15. The user of outside facilities will be expected to provide for clean up of the grounds. Organizations not providing the necessary clean up will be charged for custodial wages plus payroll costs.

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