

**Milton-Freewater
School District 7**

Code: **KGE**
Adopted: 11/23/93
Readopted: 10/12/04; 3/13/17

Public Responsibility for Facility Usage

The district supports the community education concept, which encourages the use of district facilities by community members for recreation, education, and service activities.

A “Facility Use Request” must be submitted by the person or group to the school office three or more days prior to the use date. Approval or denial will be granted by the school office in coordination with facility administrators. The original copy of the agreement will remain in the school office. Other copies will be distributed to the designated building administrator, building custodial staff and facility user.

Approval for using facilities will be granted for a period not to exceed three months. Requests must be resubmitted if the person or group desires to continue using the facility.

Approval for using school facilities must be within warranty guidelines (if applicable) to insure warranty conditions are upheld.

The Board expects the users to treat the facilities with respect. The user must agree to the guidelines on the “Facility Use Request” form.

END OF POLICY

Legal Reference(s):

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