

# Myrtle Point School District 41

Code: **KG**  
Adopted: 6/22/92  
Readopted: 6/14/04  
Orig. Code(s): KG

## Community Use of District Facilities

The Board, hereinafter called "the Board", subscribes to the belief that public schools are owned and operated by and for the members of the community and that the schools become an integral part of the community in terms of its intellectual, social expression and development. To this end, the Board supports responsible local use of school facilities.

Authorization for use of school facilities is not to be considered as an endorsement or approval of the activities, beliefs, or philosophies of the group or organizations using said facilities.

School-sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the Board and/or the superintendent and his/her delegates. Such use will be determined by Board policy and will be only at such times as the facilities required are free from school activities.

The Board will support the reasonable use of school buildings for the benefit of citizens of the local school district at times when such use does not conflict with school activities. This means the Board will try to make such buildings and school grounds available for public use upon request.

Monday through Friday, the use of the buildings by local youth groups such as the Boy Scouts, Girl Scouts, Cub Scouts, Campfire Girls, Brownies, etc., under adult supervision and responsibility, will be free except for the district's costs (example: wages where school personnel are taken from regular duties for purposes such as set-up and clean-up). Senior citizens' groups shall also be allowed similar privileges. When no cost is incurred by the district, community school activities will be offered free use of facilities. Some restriction may exist such as kitchen facilities and other areas where school personnel will be required.

Other groups using school facilities shall be charged the costs incurred by the district (see page 4, Universal Fee Schedule).

A flat rate for cost of power and heat will be established on a yearly basis to reflect district expenses, and will be available to those groups wishing to use the facilities. Custodial and other school personnel wages will be determined on an "as needed" basis.

### General Procedures and Board Regulations

1. Written application for a written permit to use school facilities shall be made with the community activities director. A copy of the application will be given to the district superintendent and building principal for approval.
2. The community activities director will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups, and a weekly schedule will be sent to the administrative staff, curriculum administrators, school secretaries and building custodians.

3. Organizations shall provide sufficient competent adult supervision during such times of use, and the amount and kind of such supervision will be agreed upon at the time the authorization is granted. School personnel may be required in certain areas, i.e. cafeterias.
4. Alcoholic beverages will not be allowed in school buildings or on school grounds at any time, and smoking will not be allowed.
5. All applicants for use of district facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during, or be caused in any way by, such use or occupancy of school district facilities. The amount of any damage shall be decided upon by the superintendent and approved by the Board and a bill for damages will be presented to the organization, group or individual using or occupying the facilities during the time the loss or damage was sustained.
6. Use of the district facilities shall be free from activities of either a disruptive nature or of a potentially disruptive nature. Should an objection be lodged against a specific use of school district facilities, such objection must, to be considered by the district be in writing and give specific reasons for the objection. It must also bear the signature of the individual or the group of individuals lodging the objection, and be delivered to the district superintendent. At such time as such an objection is lodged, the following shall occur:
  - a. Use of the facilities by the applicant shall be temporarily suspended to afford the superintendent sufficient time to meet with the Board and all concerned parties for the purposes of a hearing. The applicant shall be duly notified in time to contact members of the group regarding temporary suspension and pending hearings.
  - b. Within 10 working days of the temporary suspension, the superintendent, the Board, the individual or group lodging the objection, and the applicant or its representative shall convene at a specified time and location to determine the validity or non-validity of the complaint. The Board shall be the deciding authority and the Board's decision shall be final. A written copy of the decision may be obtained by any and all members of either the objection group or the applicant group by request.
  - c. The hearing shall be run in a manner decided upon solely by the Board with the objective of giving all the parties a reasonable opportunity to present their opinions.

**A. For Profit: Rental by individuals, organizations or businesses; or persons/groups outside of local taxing district.**

Charges should be evaluated by the community activities director or building principal/administration on public service benefit to the community.

*If public service benefit is established, charges may be limited to custodial, heating fees. If the activity is a benefit to the Myrtle Point students then the fees may also be limited.*

**Otherwise:**

- For use of one room . . . . . **\$25.00 per hour,**
- For use of classrooms where pupils  
are being served (piano, ballet lessons, etc) . . . . . **\$8.00 per hour,**  
- OR -  
a 20%-80% contract, with 20% of any income  
generated paid to School District #41
- Gym use for 2 to 4 hours . . . . . **\$125.00 flat rate,**

**B. Non-Profit: In-District Organizations**

- Youth-related, recognized organizations (Cub Scouts, Girls Scouts, etc.) who use room on occasional or scheduled basis for up to 2 hours weekly: . . . . . **No Charge \***
- For occasional basis: . . . . . **No Charge \***
- Gym and/or cafeteria use for recreational and social activities for occasional use basis: . . . . . **No Charge \***
- If scheduled for a regular, weekly basis of over 2 hours . . . . . **1 to 4 hours, \$10.00**
- In-district businesses, or individuals wishing to sponsor benefit fund raisers for non-profit, charitable groups if applicable, (Easter Seals, Muscular Dystrophy, etc.): . . . . . **Heating & Custodial Fees**

\* unless custodial/heating/other services are needed

**C. Personal Interest Use:**

- Gym/Cafeteria rented for receptions, etc., with custodian being hired to assure secure building. . . . . **Rates Same as Listed Under "A."**
- School facilities will not be rented for private parties or dances unless it is school connected or deemed beneficial to the community. If so: . . . . . **Rates Same as Listed Under "A."**

**D. Community School Activities:**

**No building-use fees** except in cases of an incorporated business which offers its program through Community Activities. Then, a 20%-80% contract would provide District #41 with 20% of generated income; or, fees would be assessed at \$10.00 for 1 to 4 hours.

END OF POLICY

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**Legal Reference(s):**

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