

# Neah-Kah-Nie School District 56

Code: **KG**  
Adopted: 11/12/01  
Readopted: 5/12/08  
Orig. Code(s): KG

## **Community Use of District Facilities**

Community groups shall be permitted and encouraged to use district facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements for use of district facilities shall be consistent with Board policies, administrative regulations and local school building rules.

The superintendent, or designee, is authorized to approve and schedule the use of district facilities by nonschool organizations, to establish such administrative regulations and rules as are necessary for prudent maintenance and fiscal management of these assets and consistent with the policies established by the Board.

The district reserves the right to cancel at any time any and all permits issued for the use of any district building or its facilities when he/she deems such action is necessary for the best interests of the district.

The district, Board or its employees will not be liable for accident or injury resulting from use of the facilities by community groups.

### **Eligible Organizations**

There will be three classifications of nonschool uses of district facilities. These classifications are established for the purpose of determining rental charges and other fees.

1. General: Use must be for purposes that are educational, charitable or of general community interest, to include but not limited to 4- H, Scouting. Such events must be open to the general public with no admission charged or contributions taken. There shall be no basic charge.
2. Noncommercial: Private nonprofit or community clubs or organizations may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.
3. Commercial: It is the district's policy not to make available to business or commercial organizations requesting use of district facilities for fund-raising purposes which are not necessarily devoted to educational, charitable or community interest activities. Any requests must be submitted directly to the superintendent for approval.

### **Use of District Facilities for Private Gain**

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;

2. Such use will not benefit principally the organization operating for private gain;
3. A worthy educational, civic or charitable purpose will be served;
4. A substantial group in the community will benefit;
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.

### **Employee Use for Private Gain**

Any employee involved in a privately funded activity such as but not limited to music and/or sports camps does not have the right to use any taxpayer provided facilities, materials or services as allowed by their employment. All literature and communication shall state the activity is sponsored by a private entity or person and is not sponsored by the school or district. The employee involved in a private activity may not work on any phase of that activity while on duty for the district. As with any private entity, a district facilities use form must be completed and payment must be made according to appropriate rental schedule and property and liability insurance as required by the district. A district employee involved in a privately sponsored activity is not covered by the district's worker's compensation or liability insurance while involved in the private activity.

### **Rental Charges and Approval of Use**

All district facility rentals will be approved by the superintendent or his/her designee. Fees for the use of district facilities will be determined by the superintendent based upon the rental charges and personnel fees approved by the Board.

Groups authorized to use district facilities will be subject to the following requirements:

1. One person must be responsible for the group. This person must see that doors and windows are locked and proper care is taken of the building;
2. Groups are not to use school equipment or towels without making special arrangements with the principal;
3. If the cooking facilities are to be used, at least one member of the school lunch staff will be present during the preparation and serving of food. Arrangement for pay for food services staff shall be made between the group and the Neah-Kah-Nie School District Business Office; consistent with applicable provisions of the collective bargaining agreement;
4. The group shall be responsible to see that the building is clean and ready for regular school activities before leaving. For activities where a custodian is required, the arrangement for pay shall be made between the group and the Neah-Kah-Nie School District Business Office; consistent with applicable provisions of the collective bargaining agreement;
5. A principal may restrict the use of the facility to a minimum number of persons in order to conserve energy;

6. Any person or persons representing a community group which desires the use of a district facility shall be made aware of this policy by signing an agreement with the principal which covers the requirements as enumerated in this policy;
7. The use of district buildings and other facilities by any individual organization operated for private gain, or any purpose involving private gain, shall be permitted only when an educational, civic or charitable purpose will be served;
8. District equipment may not be removed from the district premises to be used by outside groups unless prior approval from the administration is obtained;
9. Use or possession of alcohol is prohibited in district buildings and on all district grounds;
10. Tobacco use is prohibited;
11. Holiday/decorated trees must be fire-proofed and according to state law cannot have electrical lights;
12. Changes may be made in the physical plant only as authorized by the building administration;
13. Failure to abide by the requirements of this policy and/or accompanying regulation will cause termination of the agreement.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

**Cross Reference(s):**

KM - Relationships with Community Organizations