

# Newberg School District 29J

Code: **KG-AR**  
Adopted: 10/30/00  
Readopted: 12/10/07; 11/03/11  
Orig. Code(s): 8310-AR

## Community Use of District Facilities and Grounds

### Initial Facility Scheduling

1. Applications for use of a facility shall be made on the district's Facilities Use Agreement form. Prior to use of a facility, a Facilities Use Agreement must be completed and approved by the site administrator or designee responsible for the facility requested. The director of business services shall approve the Facilities Use Agreement if fees are payable.
2. Facilities Use Agreements are not transferable and are restricted to the conditions agreed to therein.
3. Facilities Use Agreements are not to be considered by the user as a lease. The district reserves the right to cancel or revoke any Facilities Use Agreement with or without cause.
4. The district reserves the right to negotiate agreements for mutual benefit with any organization.
5. The district shall require all users for nonschool-sponsored events or facility use, to provide a certificate or proof of insurance demonstrating that the user has adequate liability coverage, or sign a statement of assurance and a liability waiver.
6. The Facilities Use Agreement must be submitted to the site administrator. Proof of insurance and appropriate fees must be submitted to the business office at least seven business days prior to the intended use.
7. The site administrator shall process the application within two business days of receipt. A copy of the approved request shall be forwarded to maintenance, the business office (including deposit), custodial personnel and the applicant. The applicant shall be notified if the building is not available, or if the request has been denied.
8. A facility shall be made available only if such use does not interfere with the school's program or maintenance. Summer use applications may be postponed to permit coordination with summer maintenance schedules.
9. The district reserves the right to cancel all activities when weather or other emergencies require it. District activities have priority over community use. The district may cancel an approved use due to the scheduling of a district activity; however, every effort shall be made to avoid canceling approved requests. Fields too wet to play on shall be closed at the discretion of the district.
10. Use of additional equipment such as chairs, technology, pianos, etc. must be requested at the time of application and may require an additional usage/set-up fee. District equipment is not to be used unless prior approval has been granted.

11. Refunds shall be made when cancellations are requested at least 48 hours prior to the scheduled event. The responsible party must notify the site administrator. The site administrator shall notify custodial, business office and maintenance personnel of the cancellation.
12. The user shall be accountable for fulfillment of the terms of the Facilities Use Agreement.
13. Failure to comply with the Facilities Use Agreement shall be grounds for revocation of the agreement and refusal of permission for facility usage in the future.

## **Event**

1. The user shall be responsible for the conduct and control of participants and shall ensure that all state, county, fire district and district regulations are followed.
2. The maximum number of people permitted in any facility shall be restricted to its capacity as indicated by the appropriate fire marshal.
3. Only persons with proof of prior approval shall be permitted access to district facilities.
4. Users must arrive and depart at scheduled times. When appropriate, upon leaving, users shall notify the activity supervisor on duty.
5. A user shall not damage facilities or equipment and shall ensure that the facility is clean and free from litter at the end of the period of use. If furniture is moved by the user, the furniture shall be moved back to its original location prior to leaving the facility. The user shall be responsible for the cost of repair or damage and for the cleaning of used spaces and removal of litter caused by the use of the facility. Destruction or improper conduct shall be grounds for revocation of the Facilities Use Agreement and refusal of permission for facility usage in the future.
6. An activity supervisor may be assigned to oversee after-hours facility use.
7. Consumption of food or drink shall be permitted only in areas designated by the district.
8. District food service employees must be on duty when kitchen facilities are used.
9. Users must confine their activities to those portions of the building for which a facility use request was approved. Users shall provide adequate supervision for children to assure that children remain in the designated area, behave in a safe manner and use designated restrooms.
10. Indoor athletic equipment is to be used in designated areas only. Any use of outdoor equipment indoors must have prior approval of the site administrator.
11. Prohibited activities on district property, including inside and outside of district buildings or inside of vehicles on district property whether parked, stopped, or moving are as follows:
  - a. Use of tobacco in any form;
  - b. Consumption or possession of alcoholic beverages;

- c. Possession or use of drugs exclusive of legally obtained prescription drugs and over-the-counter medications;
  - d. Use or possession of unlawful firearms, knives or other weapons;
  - e. Overnight camping;
  - f. Public urination;
  - g. Gambling.
12. If the fire alarm sounds, all users are required to exit the facility and remain 50 feet or more from the structure until the building is cleared by fire department personnel.
13. Fire alarm panels shall not be reset or silenced except by the superintendent/designee or fire department personnel.
14. Facility users are prohibited from:
- a. Blocking, locking or obstructing any fire exit or fire exit route;
  - b. Operating any power equipment belonging to the district unless it is specifically provided for in the facility use request form;
  - c. Entering any boiler room, chiller room, mechanical room, electrical room, chemical storage area or any other space unless specifically permitted on the facility use request form;
  - d. Accessing the roof of any facility whether by stair, ladder or access hatch;
  - e. Disabling, enabling or modifying in any way any building system component including fire alarm, security alarm, heating ventilating and/or air conditioning equipment or controls, security, egress lighting or exit sign, sprinkler system, air compressors, power actuated bleachers, backboard hoists, security grills or doors or fire doors;
  - f. Activating, deactivating or modifying any electrical circuit, or pneumatic or hydraulic power source;
  - g. Using any lift, hoist or ladder.