

Use of School Facilities

It is the policy of the district that school facilities shall be made available in a manner that is consistent with the requirements of Oregon law, and under capable and responsible 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. The use of school facilities for partisan, political or secretarian purposes may be granted with specific approval by the superintendent or designee. However, it should be understood that approval does not imply the endorsement or sponsorship of the district. The administration is authorized to cancel building use permits when it is apparent that such action is necessary for the best interest of the district.

The use of school facilities for church purposes may be granted on a temporary basis not to exceed one (1) year. Such requests must be accompanied by plans showing a timetable for a building program which is being contemplated by the requesting group or other assurances of a terminating point for such use of the school facility. A request for an extension may be approved at the discretion of the superintendent or designee.

Use of North Marion School District facilities will be classified as follows and will be assigned according to the classes listed below. For example, Class I activities have priority over Class II activities, etc.

CLASS I - SCHOOL DISTRICT ACTIVITIES

A Building Use Form (front side only) will be completed prior to using facilities.

1. School-sponsored activities for students.
2. School-sponsored activities for parents.
3. School-sponsored organizations and groups.
4. District-sponsored activities.

CLASS II - RECREATIONAL AND EDUCATIONAL PROGRAMS

A Building Use Form (both sides) will be completed prior to using facilities. A deposit may be required prior to using facilities.

1. Adult education classes sponsored by the district.
2. City parks and community recreation programs as agreed to in separate agreements.

3. Community-sponsored programs for the youth of our district.

CLASS III - CIVIC CLUBS AND ORGANIZATIONS MADE UP OF PATRONS RESIDING WITHIN THE NORTH MARION SCHOOL DISTRICT

A Building Use Form (both sides) will be completed prior to using facilities. A deposit may be required prior to using facilities. Fees for a Class III organization's money-raising venture for the organization's own treasury or for private commercial gain will be charged at Class IV rates.

1. Community organizations of a civic or service nature.
2. Church-sponsored activities.
3. Church services (must be approved by the Board).
4. Groups or teams from within the district.
5. Adult groups from within the district.
6. Groups that benefit the district.

CLASS IV - MISCELLANEOUS (Nonprofit organizations, out-of-district groups, profit-making education classes, etc.)

A Building Use Form (both sides) will be completed prior to using facilities. A deposit may be required prior to using facilities.

1. In-district nonprofit organizations collecting admission fees or donations (including church groups for activities other than church services).

In-district nonprofit organizations sponsoring out-of-district programs or entertainment where fees or donations are collected will be charged at Class IV rates.

2. Out-of-district nonprofit groups if no fees are charged beyond rental costs.
3. Profit-making organizations if no fees are charged.
4. Adult education classes sponsored by profit-making individuals or organizations (dance, exercise classes, lectures, real estate classes, drama, music, sports classes, etc.).

GENERAL RULES

1. Equal opportunity will be given for use of facilities with priority given to Class I through III, if there is a conflict.
2. Groups will not be admitted until their scheduled time and a supervisor is present.

3. Security numbers are not to be given by anyone to persons not on the staff or to family members for their private use of facilities, nor are keys to be given out without the superintendent's approval.
4. The use of alcoholic beverages or any controlled substance is prohibited and such use would mean future loss of the opportunity to use the facilities.
5. The district reserves the right to require police supervision of facilities, if they so deem. Charges will be assessed to the user.
6. All users of district facilities must comply with all federal and state regulations related to equal opportunity and discrimination.
7. All users of district facilities must comply with all restrictions placed on the facility by the fire marshal.
8. All payments for use of facilities shall be made to the North Marion School District.
9. A Building Use Form must be completed each time or series of times that a facility is requested and approval must be given prior to use. A copy of the form must be sent to the business office.
10. As of January 1990, the Board authorizes the administration to assess appropriate energy consumption charges in excess of charges already indicated.
11. All charges above are in addition to any damage charges which will be assessed at replacement cost to the district.
12. County police officers shall have the right to patrol school parking lots and to control traffic on school property and to give general supervision of a like nature to any and all school properties and/or persons thereon.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross References:

DFD - Rental and Service Charges

KM - Relations with Community and Parent Organizations