

Oregon School Boards Association Selected Sample Policy

Code: **KG-AR**
Adopted: Unknown

Community Use of District Facilities

Use of Buildings and Grounds for Non-School Purposes

1. All applications by organizations or groups for the use of school premises shall be submitted to the principal on official forms provided by the district.
2. Application forms shall be obtained from the individual school administrative offices.
3. Application forms should be filed at least one week in advance of the time the use of the premises is desired to ensure use of the facility. The principal, subject to appeal and review by the Board, shall determine the appropriate fee to be assessed and the categorization of the group.
4. Use of buildings, grounds and equipment shall be strictly in accordance with the Board adopted policies. School facilities and equipment are not available to individuals for personal use.
5. School premises shall not be available on such occasions or during such hours to interfere with the instructional time and the regular functions of the school. Scheduled events which interfere with school affairs are subject to cancellation.
6. All requests for the use of school premises shall be denied or may be revoked where the proposed use is inconsistent with the proper and regular use of the facilities or where the purpose of the meeting is immoral, obnoxious or injurious. Disruptive, improper or destructive conduct shall also be grounds for denial or revocation of approval.
7. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not entered and that the premises are vacated as scheduled.
8. Use of facilities shall be scheduled by the building principal while school is in session and by the Superintendent during summer and vacation periods.
9. North Santiam Schools student-initiated meetings: Teacher may be present during any meetings initiated by students, but shall act only in a custodial role to maintain order or to protect the students and school property. A teacher or other school employee shall not be required to be present at a meeting if that person objects on the grounds that the content of the speech at the meeting is contrary to the belief of that employee. During the school day no school employee shall promote, lead or participate in student religious group meetings. With prior approval of the school administration, non-school persons may not

attend student-initiated meetings or meetings of student clubs/groups not directly related to the curriculum scheduled during non-instructional time.

10. If the organization is not a school sponsored applicant, a certificate of insurance may be required before use of the facilities with the following minimum requirements:
 - a. North Santiam School District named as an additional insured.
 - b. General Liability - minimum limit of coverage for bodily injury and property damage of \$1,000,000 each occurrence. Excess Liability - \$500,000 each occurrence. Claims-Made policies are not acceptable.
 - c. Indication that coverage is provided for damage to school property caused by the organization furnishing the Certificate and using the property.
 - d. A 30-day prior written notice of cancellation clause.
11. Equipment such as projectors, TV's, VCR's, piano, sound system, etc., may be, but must have prior written approval from the building principal or designee. Equipment used by the maintenance department may not be rented or used, by other than district employees and must be checked out through the building principal. Maintenance equipment may not leave the school grounds. Maintenance employees may move equipment from one building to another within the district.
12. No decorations or application of materials to walls, ceilings or floors will be allowed without prior written approval.
13. Profane language, possession of, or use of intoxicating liquor, tobacco products, use of illegal drugs and/or inappropriate conduct shall not be permitted.
14. Gym shoes shall be required for all activity type games.
15. Chairs are to be erected and stored by the group using the school facilities. If the group desires to leave this responsibility with the district, charges for custodial services must be paid in advance.
16. Groups using school facilities will be required to leave such facilities in the same condition of cleanliness as they are found. If the group desires to leave this responsibility with the district, charges for custodial services must be paid in advance.
17. Facilities used and times indicated shall be limited to those specified on the application.
18. Application approval shall not be construed as a lease. After the contract has been approved, it becomes a contract with the applicant and the rights and privileges of such contract may not be transferred to any individual, group, or organization.
19. Groups using district facilities and failing to abide by their application agreement will be denied future use of school facilities.
20. Repairs for damage to school property resulting from outside group use will be charged to the person an/or organization signing the building use form and shall be based on satisfactory repair or replacement of the items.

21. All district employees will be subject to submitting the Facilities Use Request Form for scheduling purposes.
22. Motor vehicles are not to be driven on fields or tracks without prior approval from the school administration.
23. Food and/or beverages are not allowed in the gyms or locker rooms without prior approval from the school administration.

CLASSIFICATION OF ELIGIBLE ORGANIZATIONS

CLASS I. For School District Activities

No building charges will be assessed for:

1. School sponsored activities for students;
2. School sponsored activities for parents;
3. School related groups and organizations;
4. Community organizations whose main purpose is to promote the welfare of the school and school programs or students. Parent-Teacher-Student associations, booster clubs, and employee associations are illustrative of these groups;
5. Private schools within district boundaries.

CLASS II. Community Based Recreational and Educational Programs

Personnel costs may be assessed for:

1. Adult education classes sponsored or sanctioned by the district;
2. City Park and Recreation sponsored programs;
3. Parent and/or community organization sponsored programs approved by the district for youth; Youth Services, Scouts, 4-H, summer activities, etc;
4. Adult recreation groups scheduled during regular custodial hours;
5. Adult and/or student recreation groups - during the summer.

The following rules will apply to summer activities (i.e., sports camps, music programs, drama) that are permitted to use school district facilities rental fees under Class II.

- a. No salary will be paid for staff or student helper.
- b. Participant fees may be charged for actual expenses. Any money collected beyond actual costs will revert to the district and may be earmarked for a particular sport or activity.
- c. The regular application and contract forms will be completed.
- d. Students residing in the district will be given first priority.

6. County, city, state and federal agencies.
7. Local water boards, commissions, etc.

CLASS III. Civic and Service Use

Class III rates will be charged when applicable. Personnel rate may be charged.

1. Community organizations of a civic or service nature.

2. Church sponsored activities if fees or donations are not collected.
3. Church services.
4. Adult or youth education programs sponsored by local educational institutions.
5. Adult groups residing in the district if no fees are charged to participants beyond the rental district fees.
6. Local nonprofit organizations residing in the district if no fees are charged to participants beyond district fees.

CLASS IV. Miscellaneous (Nonprofit, Non-district, Profit-Making Education Classes).

Class IV fees will be charged. Personnel costs may be charged.

1. Local nonprofit organizations collecting admission fees or donations (including church groups for activities other than church services).
2. Out-of-district groups if no fees are charged.
3. Profit making organizations if no fees are charged.
4. Adult or youth education classes sponsored by profit making individuals or organizations (dance exercise classes, lectures, real estate classes, summer activities, i.e., sports camps, music programs, drama).

CLASS V. Private Interest Groups

Class IV fees will be charged.

1. Organizations charging admission or making a profit (see exceptions for adult and youth education classes, III-D-4, Class IV)..

HOURS AND FEE SCHEDULE

Fee Schedule

All fees and/or deposits are to be paid in advance.

1. **Class I and Class II:** No fee shall be charged for the use of school facilities or personnel in Class I or II **Personnel costs, if applicable, will be charged in Classes II, III and IV at the Class III rates. Facility fees and personnel costs, if applicable, will be charged for class III and IV usage.**
2. **Class III:** Fees are for a four hour period (minimum) and will be increased proportionately for each additional hour. Groups in Class III shall be charged for each daytime or evening use of school facilities at the following rates:

1) One Classroom	\$ 25.00 usage
2) Multi-purpose/cafeteria rooms	\$ 40.00 usage
3) Gym/Auditorium/Athletic Field	\$ 40.00 usage
4) Lighted Athletic Field	\$ 40.00 usage
3. **Class IV and V:** Groups in Class IV and Class V shall be charged for each daytime or evening use

of school facilities at the following rates (MINIMUM 2 hour fee):

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|----------------------------------|----------------|
| 1) One Classroom | \$ 25.00 usage |
| 2) Multi-purpose/cafeteria rooms | \$ 40.00 usage |
| 3) Gym/Auditorium/Athletic Field | \$ 40.00 usage |
| 4) Lighted Athletic Field | \$ 40.00 usage |

4. Costs for district personnel services will be charged during times when personnel are not normally scheduled to work and will be based on the highest overtime rate of the current classified contract. These charges are in addition to the fee schedule stated in IV-A-2 and 3.
5. The above fee schedule will be reviewed and revised as necessary.
6. **Class III, IV, and V:** Equipment such as projectors, TV's, VCR's, piano, sound systems, etc. may be available. Any necessary repair will be charged to the rentee.

Evening Hours

1. Evening use of facilities shall be concluded prior to 10:00 p.m. This will apply to all usages unless other arrangements are made with the building principal. During the summer, arrangements shall be made with the Superintendent or designee.

FACILITY USE POLICIES AND PROCEDURES

1. Philosophy of Building Use by Community

The Board feels that the facilities and property of the district are owned by district patrons. The Board is also of the opinion that the facilities should be used more than six or seven hours each day if we are to justify the existence of the facility and the substantial cost thereof.

2. Use of District Staff

a. Custodial

- (1) If use requires opening or closing the building during hours when custodial staff is not on duty, the user will be charged for a minimum of two hours at a rate reflecting the cost to the district.
- (2) If custodial services on site are required during the use of the building, the user will be charged at a rate reflecting the cost to the district.
- (3) If use of the building results in the need for clean-up, repair or replacement of equipment or supplies, the user will be charged for these services at a rate reflecting the cost to the district.

3. Restrictions on Use of District Facilities

- a. All applications for use of district facilities will be made at least one week prior to the proposed use, on official forms, and presented to the main office of the building being requested.
- b. School premises shall not be available on such occasions or during such hours to conflict with the regular functions of the school. Scheduled events which conflict with school affairs are subject to cancellation.
- c. Use of the buildings, ground and equipment for non-school purposes shall be strictly in accord with the Board adopted policies.
 - (1) Illegal or disruptive activities will not be allowed.
 - (2) All district policies for personal behavior must be followed by any group using school premises (e.g., drug and alcohol free, smoke free).
- d. The district may require proof of insurance before use of the facilities.
- e. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that unauthorized portions of the building are not disturbed and that the premises are vacated as scheduled.
- f. Motor vehicles are not to be driven on fields or tracks without prior approval from the school administration.
- g. Food and/or beverages are not allowed in the gyms or locker rooms without prior approval from the school administration.

* Superintendent may grant a waiver for use and/or rent of district equipment or facility.