

Ontario School District 8

Code: **KG**
Adopted: 06/15/95
Readopted: 8/18/10
Orig. Code(s): KG

Community Use of District Facilities

The Board encourages the use of district facilities by community or organizations or groups for education, recreation, social or civic purposes when such use of facilities does not interfere with the regular school program.

The superintendent shall establish regulations, including fees if appropriate, for public use of district facilities. Such regulations shall be approved by the Board and made available to the public at the district office and at the high school.

Board Regulations on the Use of District Facilities

1. District facilities will be made available to parent teacher organization (PTO) and similar school groups whose work is directly related to district activities without charge and at the discretion of the principal or the superintendent.
2. District facilities and/or grounds shall be made available for use by community groups when such use does not conflict or interfere with regular school functions. The judgment of each principal will be relied upon in determining such conflict.
3. Use of district facilities for other than district purposes shall be limited to religious, educational, cultural, recreational and entertainment purposes.
4. When used by youth groups, such as Boy Scouts or similar organizations, the leader will be held responsible for the conduct of the group and the care of district property or equipment. Destructive or improper conduct shall be grounds for revocation of a permit.

Responsibilities of Those Granted Facility Use Permits

1. The permit holder shall be of good repute and demonstrate responsibility. The permit holder and any representatives shall be held personally accountable for fulfillment of the terms of the agreement including payment of fees and damages beyond ordinary depreciation of facilities or equipment.
2. The permit holder shall be responsible for the conduct and control of both patrons and participants and shall see that all state, city and district regulations governing safety are followed.
3. Persons using district premises at any time or for any purpose shall not consume, sell, give or deliver any alcoholic beverages in district facilities or on the grounds thereof. Violation of this section shall constitute grounds for the revocation of the existing permit and/or refusal of permission to use the facility at any future time.

4. All arrangements for use of district facilities shall be made in accordance with instructions issued from the office of the superintendent.
5. Each permit shall state the specific areas to be used (such as auditorium, multipurpose room and kitchen or classroom number). The users shall confine their use of the building to the area or areas specified. Failure to comply with this regulation shall be grounds for revocation of the permit.
6. Applications for use of district facilities shall be made out on a form provided by the office of the superintendent. No application will be approved until the principal has indicated that the premises are available on the day requested.

Payment of Rental Charges

1. Rental fees and custodial fees are charged for the facilities themselves and do not include furniture, equipment or services not ordinarily a part of the facility or rooms involved. Use of any additional district furniture, equipment or services must be approved by the principal.
2. Checks in payment of fees shall be made payable to Ontario School District 8C and sent to the district clerk of the School Administration Office, 195 S.W. 3rd Avenue, Ontario, Oregon.
3. The fees shall reflect direct costs such as custodial time and utilities.

Use of the facilities for private commercial purposes is discouraged. Should the superintendent or his/her designee deem that a particular commercial purpose was acceptable, the fee is established at no less than 15 percent of the gross receipts derived from the event or activity.

END OF POLICY

Legal Reference(s):

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