

Community Use of District Facilities

District facilities shall be made available, under responsible adult supervision, for community activities of an educational, recreational or civic nature. It is the desire of the Board that maximum use shall be made of district buildings and grounds in accordance with ORS 332.172.

The administrative staff is authorized to cancel building use permits when such action is necessary in the best interests of the district.

Regulations for community use will be established by the superintendent or designee.

A fee schedule for building use will be recommended by the superintendent or designee and approved by the Board. The schedule will be updated as necessary to ensure that the fees defray the expenses arising out of the increased use of heat, light and custodial service.

Facilities shall be available for use by the following groups:

1. School-sponsored groups and activities for staff, students and parents (i.e., Scouts, employee associations, PTA and parent clubs) may use the buildings without charge and at the discretion of the building administrator or designee.
2. Non-organized student and parent groups may use the facilities but must be properly supervised by a responsible adult; the applicant signing the request is personally liable and responsible for the conduct of the group and the care of the building and equipment.
3. Community groups may use district facilities only when such use does not conflict or interfere with regular school functions, in the judgment of the building administrator.
4. District facilities may be approved for political use and private use where admission is charged, but such use must not conflict with Board policies or state law.
5. The district will cooperate with community agencies and organizations to make available school gymnasium space for community recreational use. All groups requesting use of facilities for such purposes, including practice time, shall be scheduled by the Oregon City Community Education (OCCE).

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, shall be permitted only when a worthy educational, civic, recreational or charitable purpose will be served, and the potential for direct competition with local business organizations is considered and reasonably resolved.

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. 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 must be obtained, 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.

Use by nonschool groups shall be allowed under the following conditions:

1. District facilities may be used use on a temporary basis by nonschool groups that are acquiring new facilities or otherwise find themselves without a suitable meeting place. Use by nonschool groups shall not be continued for more than one year without special approval by the superintendent. The superintendent may ask such groups to demonstrate that progress is being made toward the acquisition of other facilities.
2. District buildings shall not be used by nonschool groups during the hours when school is regularly in session.

Sunday use of facilities must be approved by the superintendent or designee. Application for such use must be made to the building administrator or designee.

Approval of use of school buildings for nonschool purposes shall not constitute endorsement or approval of the groups or organizations sponsoring the activity or their purposes and philosophy.

The district may revoke an existing agreement and/or refuse use of district facilities in the future to any person or group engaged in consuming, selling, giving, or delivering alcoholic beverages or any controlled substances in district buildings or grounds.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 260.432](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
KGF/EDC - Authorized Use of District Equipment and Materials
KI - Public Solicitation in DistrictESD Facilities