

Community Use of District Facilities

1. Applications for use of District Facilities

- a. Applicants should apply, indicating the purpose of the request, the hours the building would be used, arrangements made for the security of the building at opening and closing, and proof of accident and liability insurance paid by the user.
- b. Applications shall be submitted to either the Oregon City Community Education (OCCE) or the building administrator or designee, who will approve the date and set the fee for use of the facility. A copy of the agreement shall be submitted to the OCCE.
- c. Application for facility use should be submitted no later than seven days prior to use.
- d. Permission for regular or continuing use shall expire annually on July 1.
- e. A copy of applicable regulations and any additional building rules for community use of district facilities shall be given to each approved applicant.

2. Responsibility of Applicant

- a. The applicant of district facilities, or the group requesting to use district property, shall be of good repute and demonstrate responsibility. The renter or user's representative shall be held personally accountable with the renting or using group for fulfillment of the terms of the agreement, including payment of the rental fee and damages beyond ordinary wear and tear of buildings or equipment.
- b. The applicant or designated representative shall be responsible for the conduct and control of both patrons and participants and shall ensure that all state, city and district regulations governing safety are followed.
- c. Any applicant using district facilities shall provide an adult supervision, without cost to the district, for the entire time facilities are in use and shall assume all liability for any accidents that may occur upon the grounds or in the buildings during the time in use.
- d. No group will be admitted to the facility until an adult supervisor is present.
- e. A district staff member shall be on duty whenever a facility is used by a group that is not sponsored by the district. At times when no staff member is regularly on duty, an employee of the district, approved by OCCE/building administrator or designee, will be assigned and shall be paid either at the approved rate or as a volunteer.

3. Conditions for Facility Use

- a. The maximum number of people permitted in any district facility shall be restricted approved capacity.
- b. Organizations or individuals using outside facilities will be expected to provide for the cleanup of facilities or will be charged a fee for this purpose.
- c. School gymnasiums may be used for the purposes and activities appropriate to the facility. Appropriate footwear are required for participants in all activities, sports and games.

- d. Kitchen facilities may be used only under the supervision of a regularly employed nutrition worker.

4. District Equipment

- a. Equipment and furniture, including pianos, shall be used and moved only with the approval of OCCE/building administrator or designee.
- b. Items of district equipment, such as audiovisual, athletic gear, or bleachers, will not be loaned nor rented for use off district premises. The district may enter into agreements with other educational agencies for a mutual exchange of equipment; such agreements must be approved in writing by the director of operations or designee.

5. Hours of Use

- a. Buildings shall normally close at 10 p.m. Use beyond the regular closing time shall be charged at the current rate of custodial overtime or other arrangements as approved.

6. Exceptions to Regulations

Exceptions to the regulations listed above may be made at the discretion of the superintendent or designee.