

Pine Eagle School District 61

Code: **KG**
Adopted: 9/08/97
Readopted: 12/10/01; 1/09/12
Orig. Code(s): 802

Community Use of District Facilities

The Board recognizes the fact that the district facilities are provided by the taxpayers, primarily for the education and use of the youth of our communities. However, they also recognize that these facilities belong to the people and, when not in use by the district, the facilities should be available for community use. Therefore, in order to assist school personnel in regulating the use of district property for civic purposes, the following regulations have been established.

Approval of the use of school buildings for non-school purposes by the Board or its agents shall not constitute endorsement or approval of the groups or organizations sponsoring the activity or of the sentiments or purposes they espouse.

1. The requirements of the school program shall come first and in the case of any scheduled use, school use shall take precedence over non-school use.
2. Free use of the facilities to schools, school clubs and classes, faculty, parent/teacher and allied school organizations for meetings and programs.
3. Facility use involving concessions and/or serving of food /beverages must comply with all health regulations which include obtaining all necessary certifications and/or licenses. Copies of certifications and/or licenses will be provided to the district upon request of facilities.
4. Free use to organized adult education groups and meetings of general community interest.
5. Organized youth groups under adult leadership may have free use of the facilities for meetings and programs when a school employee or the responsible adult requesting the facility and signing the facility use request is present to supervise and will do so without cost to the district. A charge for extra custodial service will be made if this service is required.
6. Organized youth activities that directly support school based learning or athletic programs that are under adult leadership where students or athletes are charged for participation may have use of the facilities for activities when a school employee or the responsible adult requesting the facility and signing the facility use request is present to supervise and will do so without cost to the district.
7. School facilities will not be available to individuals for parties, dances, etc.
8. Youth groups shall be given consideration over adult groups.
9. Community organizations such as Granges, Lodges, etc. will be charged only for heat, lights and custodial service if required. Any use of the kitchen other than making coffee requires that a staff member be present for a minimum of 2 hours to open the facilities and inspect facilities at the close

of the activity, and a fee will be charged for his/her supervision. If food is prepared for sale or for consumption by the public, a supervisor with a food handlers license must be present at all times

10. All organizations are expected to leave the facilities clean and furniture arranged for school use. An assessment will be made for any damage to facilities. Organizations who fail to take care of facilities, turn off lights, etc. will be denied future use of the buildings.
11. School facilities will not be available on Sundays or holidays except under unusual circumstances, and an additional charge for custodial service may be made.
12. School facilities will be scheduled through the school administrator. He/she will keep and maintain a calendar on the facilities, collect any fee or charges due, and turn them over to the district clerk. If the building supervisor is not available, the facilities may be scheduled through the office of the superintendent.
13. Local athletic teams will be allowed to use the facilities only when school personnel and/or the responsible adult requesting the facility and signing the facility use request are present and t They will be expected to conform to the same rules and regulations as school athletic teams.
14. Larger non-community organizations requiring the use of a major portion of the campus, or facilities will negotiate for facilities use with the superintendent on the per-use basis. Sponsoring organizations for those uses are expected to have proof of liability insurance sufficient to cover accidents to the participants and damage done to the facility or school district property.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

DFD - District-Owned Housing

KI - Public Solicitation in District Facilities