

# Phoenix-Talent School District 4

Code: **KG**  
Adopted: 2/18/92  
Readopted: 4/05/07

## Community Use of District Facilities

The Board supports the community education concept which encourages the use of District facilities by community members for recreation, education and service activities. The following categories have been determined in order of priority for building and grounds usage:

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities related to the extracurricular K-12 school program such as sports and seasonal programs.
3. Community school sponsored programs such as classes and workshops;
4. Youth-related non-school activities;
5. Adult-related non-school activities.

The Board expects the users to treat the facilities with respect. A Facilities Use Request (application for use) form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines on the Facilities Use Request form. Upon approval by the site administrator, the request will be forwarded to the District Administrative Offices for the Business Manager to review for approval. The Business Manager also will indicate any parameters that may be stipulated for specific facility use. The original copy of the agreement will remain in the District Office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

Approval for using the facilities will be granted for a period not to exceed three months. Requests must be resubmitted if the user desires to continue usage.

The Superintendent will encourage the involvement of staff, parents and the community in the development of specific building use regulations.

END OF POLICY

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### Legal Reference(s):

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

**Cross Reference(s):** KM - Relationships with Community Organizations