

**Port Orford-Langlois  
School District 2CJ**

Code: **KG-AR (1)**  
Adopted: 6/8/04

**Community Use of District Facilities**  
(Procedure and Fee Schedule)

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain nonschool activities allow maximum community benefit, the following guidelines, as amended from time-to-time, shall be in effect:

1. **Damage/Cleaning Deposit**

- a. Damage/cleaning deposits may be required.

These deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user's deposit if not included in normal district maintenance. When a user's deposit is exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the Board or its delegate may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

- b. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the school/community director and athletic director will determine continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.

2. All organizations must use district employees for weekend activities use. The staff member is responsible for access, security, supervision and cleaning and must be employed in the building where the activity is to take place. If district custodians are to be hired they will be compensated as stated in the current collective bargaining agreement.
3. If district kitchen facilities are used, a district employee (cook) may be asked to on duty at all times at the rate stated in the current collective bargaining agreement. In some cases, custodians may be hired.
4. Decision as to custodian and cook hours will be made by the superintendent.
5. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy.
6. All cleaning/security deposits remain the property of the user's organization and are refundable until such time an assessment is made against the user. The user shall be notified of such assessment three working days prior to the user's next activity.

7. The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users' groups (damages, etc.) will be documented and may preclude future use.