



Community Use of District Facilities

Processing Facility Requests and Governance of Building Usage

1. Applications and Approval
 - a. Application is made using approved district forms, Application for Use of School Buildings.
 - b. Applications must be submitted to the principal's office. The application approval process will be determined by the respective site principal.
 - c. Applications denied or canceled may be appealed by the applicant or principal to the superintendent or designee. If denied at the appeal level, the decision may be appealed in writing to the board.
 - d. In all cases, requests from district school groups shall take precedence in the scheduling of district facilities. In the event of non-school conflicting demands, the order of classification shall be the determining factor. However, applications already approved will be honored in the order approved.
 - e. A district/building employee will be required to be in the building for the duration of any activity involving district facilities. The associated costs for providing supervision of facilities use must be paid in addition to rental fees. The district employee(s) in the building before or after school must perform a supervisory role and may be held accountable for any damage or noncompliance with district rules and policies.

2. Rules Governing Facilities Usage
 - a. The use of district facilities, equipment, and/or materials must have the principal's pre-approval and/or appropriate director's pre-approval on the appropriate form(s).
 - b. No decorations or application of materials to walls, ceilings, or floors will be allowed without prior approval.
 - c. Profane language, possession of, or use of tobacco products (cigarettes, cigars, pipes or smokeless/chewing tobacco), intoxicating liquor, use of illegal drugs, inappropriate music and/or inappropriate conduct shall not be permitted and may lead to immediate forfeiture of district facility use privileges, including forfeiture of deposit.
 - d. Gym shoes that have clean non-marking soles shall be required for all activity-type games or exercises.
 - e. Folding chairs and tables are to be erected and stored by adults representing the group using the school facility, unless special arrangements are made with and approved by the site's principal. There is a rental fee for each district folding chair and table used and a charge to set up, take down and/or clean up facilities. The district shall be held harmless for any injury sustained in erecting or storing chairs and tables.
 - f. Groups using school facilities are required to leave facilities in the same condition they are found. The principal or designee will complete and have the user sign a building/room

condition form prior to the group using the facility. If the group desires to leave the facility in a condition other than found, or there is damage to the facility, the district will retain the deposit fee and assess any additional charges for parts or replacement, including labor not covered by the deposit fees.

- g. The use of kitchen facilities must be supervised by the personnel from food services in order to ensure food safety and compliance with OSHA guidelines for use of dangerous equipment. Food services offers catering services and all groups, even school groups will be charged the cost recovery rate (including overtime if it applies) for the use of kitchen facilities. There are no exceptions to the staff supervision of the kitchen facilities.
- h. Facility use shall be limited to those times approved on the application and the appropriate agreement, if applicable.
- i. Application approval shall not be construed as a lease and the appropriate director or administrator may revoke the application at any time prior to the use date.
- j. An applicant using district facilities and failing to abide by the application agreement may be denied future use of school facilities.
- k. Applicants using district facilities four or more times in a given academic year may negotiate a Multiple Use Agreement.
- l. Agencies that allow the district to use their facilities are to enter into a Cooperative Use Agreement.
- m. Applicants must have primary liability insurance coverage which provides a certificate of insurance, naming the Reynolds School District as the certificate holder or Additional Insured and agrees to hold the district harmless for all accidents. The liability limits will be a minimum of the following limits (a) \$200,000 to any claimant for damage to or destruction of property, (b) \$500,000 to any number of claims arising out of a single accident or occurrence.
- n. Additional rules governing the use of the facility, as deemed by the administration, may be stipulated that are not specifically stated in this administrative regulation.
- o. District facilities may not be available for non-district use from the second week in August through the first two weeks of school and may not be available during winter and spring recess.
- p. All application fees must be paid when the facility use application is made.
- q. All deposits and estimated fees are to be paid in advance of use.
- r. The fee schedule is reviewed in June - July and posted in August and may be revised as new facilities are made available due to acquisition, new construction/remodeling or relocation.

3. Rules Governing Fees Collected

- a. All facility deposits and fees will be paid via the website. Twice annually (January and July) after staffing, utility and material costs have been debited, 50% of the fees paid will be credited to a Special Building - Facility Reserve Account. Said account is to be comprised of individual line entries for each site.
- b. Facility fees, deposits and charges may be used by individual sites to repair and maintain facility and equipment as well as purchase equipment that will improve the facility or equipment that is made available to community groups for rental in the facility. Approval for expenditures in said account to be approved by appropriate principal.
- c. After applicable charges have been debited, 50 percent of any facility use fee remaining will be credited to a Special District Facility and Maintenance Reserve Account. This portion of

the rental fees is to be used to repair and replace district-wide chairs and tables that are used in each of the buildings and any district-wide audiovisual equipment that is rented.

Use of District Buildings and Equipment During Non-School Time

1. Community Groups
 - a. Subject to(2.n) above, administrators may approve requests for use of buildings, grounds, and equipment prior to a non-school time and make appropriate arrangements with the custodian to open and close the building.
 - b. Requests for building use during non-school time when administrators are unavailable are to be submitted to the administration building where they may be approved by an appropriate director, who will make necessary arrangements with the custodian to open and close the building, subject to(2.n) above.
2. Nonprofit District Summer Student Activities (sports camps, music programs, drama, etc.)
 - a. No salary will be paid for staff or student helper(s).
 - b. Participant fees must be reasonable, and are limited to actual expenses only plus \$25. All participation fees collected beyond actual costs, plus \$25, will be reimbursed on a prorated basis to the participants. The \$25 will be placed in the sponsoring club account.
 - c. The sponsoring school's principal or designee will maintain records. These records are subject to district audit for revenue and appropriate expenses and allocation.
 - d. District application and contract forms will be completed and must be approved prior to the activity taking place.
 - e. Only students residing in Reynolds School District #7 may participate.
 - f. Each program is responsible for cleaning the facility and grounds used and paying for any repairs beyond normal wear and tear. If facility and maintenance personnel clean the facility or grounds, the program will be charged for the total labor and equipment costs.

Free Use of Available Facilities for Reynolds Endorsed Youth Programs

Establish an application process by which youth sports programs may obtain facility use at no cost. The designation, "Reynolds Endorsed" would be reserved for programs that meet the following criteria:

1. The organization is non-profit, and has written policy that provides relief for low-income families.
2. All athletes in the program must live within the Reynolds School District attendance boundaries.
3. The head coach of the program (person submitting the application) must have completed the NFHS Fundamentals of Coaching Course, ODE Steroid Training, and OSAA approved concussion training.
4. The program is approved by the corresponding head coach and athletic director at Reynolds High School. The application process may include:
 - a. Attendance at coach's clinics;
 - b. Adoption of approved systems and terminology;

- c. A demonstrated commitment to the teaching of character value;
 - d. An emphasis on the academic achievement of their athletes.
5. The status of all programs would be subjected to annual review by the high school athletics director, middle school athletics coordinators and appropriate high school head coach.

Classification of Eligible Organizations

The following classification criteria are to be followed in determining eligibility for use of all facilities and equipment and appropriate fees. Each class is listed in order of priority.

1. Class I. Reynolds School District Activities
 - a. District-sponsored activities for students.
 - b. School-sponsored activities for students.
 - c. District-sponsored activities for parents/constituents.
 - d. School-sponsored activities for parents/constituents.
 - e. District-related groups and organizations (sponsored by a respective school).
 - f. Other public agencies with an Inter-government Agreement.

2. Class II. Community Recreational and Educational Programs - An Inter-government Agreement must be on file prior to using facility and/or equipment. The organization must elect an hourly or seasonal facility use rate. Equipment is rented per time used. An approved Facility Use Agreement is required prior to using facility(ies). An application fee and deposit will be required with the application form. All deposit and fees will be refunded if application is denied. Deposits are not refundable if event is canceled within 30 days of use.
 - a. Parent, volunteer and/or community organization-sponsored programs that serve Reynolds youth (Youth Leagues, Kid's Wrestling, Scouts, 4-H, PAL, AAU, summer activities, after school programs, etc.).
 - b. Adult education classes sponsored by an Oregon community college or university.
 - c. City Park and Recreation programs.
 - d. Adult Athletic Leagues.
 - e. Community service activities, such as Health Fairs, immunization days, clothes closets, feeding programs, etc.

3. Class III. All Other Facility Users (charged on a cost-recovery basis) - An approved Facility Use Agreement is required prior to using facility(ies). A filing fee and deposit will be required with the application form. All deposit and fees will be refunded if application is denied. Deposits are not refundable if event is canceled within 30 days of use.
 - a. Nonprofit organizations.
 - b. For-profit organizations.
 - c. State, federal and foreign agencies.
 - d. Organizations charging admission or making a profit.
 - e. Private individuals.

Insurance

Each organization, individual, or individual group using a school facility is required to purchase and maintain liability insurance covering their activities on district premises. Liability insurance is to provide primary coverage for district property damage in an amount not less than \$200,000 per claimant and \$500,000 for any number of claims per occurrence, as prescribed by the district. Each user is to insure personal property and hold the district harmless. Reynolds School District is to be named as a co-insured on all such liability insurance. A copy of insurance coverage or a certificate of insurance shall be provided to the principal or appropriate director prior to the contracting user initiating activity in a district facility. District insurance does not provide protection for any organization or individual using district facilities. The superintendent may waive insurance with proper documentation that indemnifies the district against any and all claims.

Supervision/Police Supervision

The district reserves the right to require, at the renter's expense, that additional supervisory personnel be present at an event. Supervision may include the organization retaining a certified local law enforcement agent at the user's expense.

Additional Facility Needs

The district reserves the right to require, at the renter's expense, that additional facility needs be met for an event. Additional facility needs could include: portable restrooms, first aid providers, certified athletics trainers, licensed food preparers, etc. be available to supervise and/or support an event.

Fee Schedule (Superintendent may waive fee(s))

1. Class I. No fee. Participants will be held accountable for any damage beyond normal wear and tear and opening and closing charge if facility is used while custodian is not on duty.
2. Class II. A \$25 application fee and \$100 security deposit/cleaning deposit, and the choice of either of the following hourly or seasonal rates (season is defined as less than four months with use of up to three hours per week one or two days per week.) Set-up, take down, clean up and supervision fees are in addition to set rates.
3. Class III. A \$25 application fee and a \$100 security/cleaning deposit, and the following hourly rate for each daytime or evening use. Set-up, take down, clean up and supervision fees are in addition to hourly rate.

Class II Hourly and Seasonal Rates for facility use

Note: Rates do not include application fee, deposits, supervision, staffing for kitchen or custodial care, set up, clean up, additional facility needs or adjustments to charge estimated based on actual use. Payment of estimated costs must be paid prior to building use. Adjustments will be billed to the group and future use will not be permitted until outstanding balances are paid in full.

Class II Seasonal & Hourly Rates

Schools	Hourly	Seasonal ¹⁾
Classroom	\$15.00	\$150.00
Multipurpose	\$18.00	\$170.00
Gymnasium	\$20.00	\$300.00
Kitchen	\$35.00 + Employee Charges	
Culinary Arts Classroom	\$35.00 + Employee Charges	
Arts Center	SEE Separate Schedule	
Cafeteria	\$20.00	\$100.00
Play Field/Lawn	\$10.00	\$150.00
Parking	\$10.00	\$300.00
Woodland Soccer Field	\$25.00	\$325.00

Excludes Woodland Elementary Soccer Field which requires additional maintenance.

Out-of-District public school, state and federal groups requesting to sleep over will be charged \$2.00 per person. \$5.00 per person if shower facilities are used.

Class III Hourly Rates

Note: Rates do not include application fee, deposits, supervision, set up, clean up or adjustments to charge estimated based on actual use. Payment of estimated costs must be paid prior to building use. Adjustments will be billed to the group and future use will not be permitted until outstanding balances are paid in full.

Class III Hourly Rates

Schools	Hourly
Classroom	\$30.00
Multipurpose	\$36.00
Culinary Arts Classroom	\$35.00 + Employee Charges
Arts Center	SEE Separate Schedule
Gymnasium	\$42.00
Cafeteria	\$40.00
Play Field/Lawn ²	\$25.00
Parking	\$35.00
Woodland Soccer Field	\$55.00

¹Seasonal rate apply to two hours per week in one or two days per week for up to four months of use.

²Excludes Woodland Elementary Soccer Field

Reynolds High School Arts & Communication Center Facility Use Fee Schedule

Classification and Priorities for use:

1. Class I Reynolds School District Programs
2. Class II Non-Profit Organizations
3. Class III Profit Groups

Package A Auditorium/Stage/Curtains/Lighting/Sound system(s)/Operating Expenses/Technical assistance.

Package B Package A plus: Full Access to all Lighting and Sound systems; Use of all Rigging; Use of backstage amenities; Use of Adjacent Classrooms; Technical support.

Fee Schedule

Group	Package	4 Hours	8 Hours
Class I	A & B	no charge	no charge
Class II	A	\$500.00	\$800.00
Class II	B	NA	\$1,100.00
Class III	A	\$700.00	\$1,200.00
Class III	B	NA	\$1,400.00

Computer labs and V-Tel Equipment Use

Computer labs - In addition to the regular Classroom rate a charge of \$15.00 per workstation used will be assessed.

V-Tel Equipment

1. Non-profit organizations will be charged a flat rate of \$25.00 per hour.
2. For-profit organizations will be charged a flat rate of \$50.00 per hour.

Charges for District Personnel

Charges for district personnel services shall be made at the following rates:

1. Custodial - \$35.00 per hour (overtime may apply if trained personnel from sub/float pool are unavailable)
2. Kitchen - \$25.00 per hour (overtime may apply as personnel from the school must be used)
3. Supervisory only, as available - \$18.00 per hour