

Scappoose School District 1J

Code: **KG**
Adopted: 11/21/11
Readopted: 4/13/15; 4/19/18
Orig. Code(s): KG

Community Use of District Facilities

The Board recognizes that district facilities need to be made available for community activities of an educational, recreational or civic nature.

The Board authorizes the superintendent to develop specific building-use regulations and guidelines, and to develop a fee schedule for use of facilities. The Board will approve all schedules for fees, assessments or charges for facility use, which may include: usage fees and or deposits; costs associated with extra staffing requirements (i.e., custodians); assessments for appropriate energy consumption charges in excess of charges already assessed; assessments for any damage done by facility user; and assessments for any required police supervision of facilities.

The Board authorizes the superintendent or designee to grant permission for facility use and to deny or revoke any Facility Use Permit when it is apparent that such action is necessary for the best interest of the district.

Prioritization of Activities

The Board recognizes that district and school use of facilities for programs, meetings, activities, etc., will have priority if a conflict in scheduling occurs. The Board also recognizes that community use of facilities for programs, meetings, activities, etc., are important to district community members. Community activities such as these will require a Facility Use Permit. Scheduling priorities for district activities such as these are listed in the following tables:

Category One – School Associated		
Priority	Activities	Examples
A	Activities directly related to district operation	School Board meetings District meetings Committee meetings (board or staff) Staff in-service
B	Activities directly related to the required K-12 school programs	Graduation Student assemblies Musical/Theatrical performances Science fairs Charter School activities and programs

C	Activities directly related to extracurricular K–12 school programs	School-sponsored club activities (NHS, FBLA, etc.) School-sponsored nonschool activities (dance, etc.) Student Testing (SAT, ACT, PSAT, etc.) School recognized (letter eligible) in-season sports activities ¹ School program fund raisers (e.g., band, choir, natural helpers, school clubs, school sport teams, etc.)
Category Two – Community Partners		
Priority	Activities	Examples
D	School-sponsored community activities.	Parenting classes Workshops Youth camps (e.g., sports, band, cheer, dance, etc.) Community program fund raisers (e.g., Safe & Sober, Boosters, Scappoose Parent Assoc., etc.)
E	Community-sponsored youth-related nonschool activities	Community youth camps (e.g., sports, band, cheer, dance, etc.) In-season sports activities Open facility sports activities ^{2 3}
F	Community-sponsored adult-related nonschool activities	Nonprofit organizations – adult activities Adult sports leagues Open facility adult sport activities
Category Three – For Profit		
G	For Profit Enterprises	

Permit Process

To be valid, a Facility Use Permit must be submitted by the requesting person or group to the superintendent or designee and the requested facility use must be coordinated with and approved by administrators of the requested facility. Permission for facility use will not be granted until the district has processed a valid Facility Use Permit.

The district reserves the right to assign alternate facilities based on availability at time of request.

¹Seasonal designation of sports activities:

Fall: Cheerleading, Cross Country, Dance/Drill, Football, Soccer and Volleyball, etc.

Winter: Basketball, Cheerleading, Dance/Drill, Swimming and Wrestling, etc.

Spring: Baseball, Golf, Softball and Track and Field, etc.

²A permit may be obtained for out-of-season sports activities as long as they provide an opportunity for recreational play, allow any eligible student in the district to participate, and do not exclude participation in other in-season sports activities.

³A permit may be denied for out-of-season sports activities that involve practices (where athletes receive specialized athletic instruction in an adult-organized environment), or contests (where athletes compete against athletes from other schools or programs).

By signing the Facility Use Permit, the person or group requesting facility agrees to all of the Facility Use Rules listed in this policy, as well as any guidelines or rules listed on the Facility Use Permit. The original copy of the agreement will remain at the district office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

Such use of district facilities by district employees will comply with the Oregon ethic laws.

Bumping

The superintendent or designee reserves the right to bump, or otherwise interrupt, previously scheduled activities and events in order to regain facility use for district activities and events designated as higher priority. Users will be notified in advance of the schedule readjustment of the district's "intent to bump" at the earliest possible date.

Exceptions to the Facility Use Rules may be made at the discretion of the superintendent or designee.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 260.432](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials

KGF/EDC - Authorized Use of District Equipment and Materials

KI - Public Solicitation in District Facilities