

### **Community Use of District Facilities**

The following general rules and regulations are district policy and will be followed by all staff personnel and others using district facilities. It will be the duty of the principal and/or superintendent to see that all persons using the buildings or grounds are furnished with a copy of these regulations and briefed on proper procedures for use and emergencies.

Use of school buildings by groups other than school groups is covered by the following:

1. All requests for use of the buildings are to be made to the principal;
2. The user of the facilities shall agree to be responsible for all property within the building and/or grounds used and to see that it is in the same condition as when it was borrowed or rented:
  - a. Equipment to be used must be requested and approved in advance. Supplies used are to be purchased;
  - b. The personal property of students, teachers and staff members is not to be used without prior permission of the individual owner.
3. The building shall be left in clean condition after being used by an individual group:
  - a. Chairs, tables, stage equipment, etc., are to be replaced after being used and before the meeting of the next regularly scheduled class.
4. Requests for use of the gymnasium or school facilities by political, religious or social or fraternal groups outside of school may be handled individually by the building principal:
  - a. Use of the gymnasium for recreational activities by approved groups, especially sports (basketball practice), may be permitted without charge;
  - b. Girl Scouts, Boy Scouts, 4-H Clubs and other approved youth organizations may use the district facilities without charge;
  - c. The gymnasium may not be used for public dances.
5. No smoking is permitted in the buildings;
6. Sale and use of alcoholic beverages and controlled substances as defined by Oregon Revised Statutes on school premises is prohibited;
7. The borrower is responsible for the conduct of all persons permitted to participate in or observe the activity for which the facility is reserved;

8. The following requirements for use of the school gym are as follows:
  - a. Any group wishing to use the gym must be represented by a patron of the district or by a staff member;
  - b. The adult representative must sign for a key in the school office the day of the activity and must return the key on the following school day;
  - c. The borrower must:
    - (1) Be present with the group during the entire time of facility use;
    - (2) Be willing to assume responsibility for the group;
    - (3) Report any damage incurred by the group to the facility used and be responsible for making payment for the same. Clean the gym after use and leave it in good order;
    - (4) Check restrooms to be sure they are left clean and in good order;
    - (5) Any group using the gym must furnish its own equipment (basketballs, volleyballs, etc.);
    - (6) All persons on gym floor must wear tennis shoes or crepe-soled shoes.
9. The building or room shall be secure after use:
  - a. Windows closed and locked;
  - b. Equipment shut off and unplugged and lights off;
  - c. All doors locked;
  - d. All persons admitted for the activity must have left the building before the person in charge leaves.
10. School events have priority over non-school events;
11. Events shall be scheduled when custodial or other school staff is present to secure the building and set the alarm, unless prior arrangements have been made with the building principal.