

Community Use of District Facilities

Sherwood School District owns a number of school related facilities that have been paid for over the years with taxpayer dollars. Such facilities are used on school days by school programs. Given that most school facilities have excess unused capacity beyond the school day, it is the policy of the Sherwood School Board to encourage and allow use of district facilities by community groups and others beyond the normal school day. Community assets such as school facilities should be available to the community for use and enjoyment as long as that use does not interfere with district programs. In addition, it is important that such use not increase the cost of school operations through wear and tear, utilities, maintenance and cleaning.

Community use of school facilities falls into several categories. Some uses are more aligned with the district's mission than others. Explanations of and distinctions between these categories in priority of use order are included below.

1. District activity or school sponsored groups including site councils, Parent Action Committees, school clubs events, sports teams meetings and events, employee associations and professional staff development and district sponsored employee wellness activities including employee use of gyms and weight room. Also included are district related co-curricular organization fund raising events such as dinners, performances and tournaments where participants pay to participate or attend.
2. Local youth sports, service clubs, government agencies, colleges, universities and non-profit 501(c)(3) organizations. Proof of non-profit status is required. Use of facilities by qualified non-profit organizations for meetings, philanthropic gatherings, and other purposes closely aligned with the purpose of the non-profit status of the organization. This may also include performance related groups and community sports related groups that use the facilities for registration, clinics, meetings etc.
3. Private Interest (parties, conventions, receptions, social clubs etc), adult recreation.
4. For-Profit Organizations including companies or other groups making presentations or providing customers with information and services for which the customer pays. This might include financial advisors, groups selling goods and services, self defense classes, nutrition and weight loss seminars and other events where the sales of goods and services is the primary purpose of the event.

5. District Special Use Agreements including individually negotiated contracts for use of district facilities on an ongoing or long term basis. Examples include after school day care programs and churches using district facilities on a regular basis.

City Agreement

It should be noted that the district has an agreement with the City of Sherwood for the administration of fields and gym space at most school facilities for sports related purposes. The agreement establishes the authority of the City to schedule and charge for the use of such facilities included in the agreement. Nothing in this policy is intended to impact the use of facilities through the City and the agreement.

Cost Recovery

A fee schedule shall be established and updated each year during the budget process to ensure that costs of non-school uses are fully recovered. The fee schedule may be structured with different rates and charges for each group of authorized users and may include rates for both facility rental and operating costs reasonably related to community use.

Presence of District Staff

A designated district staff member must be in the building at all times to accompany facility users of all types. The staff member will be responsible for opening the building, monitoring the activities within the facility, cleaning as required and locking up the building after use has been completed.

Damage or Theft

The district is accountable for the prudent maintenance and fiscal management of its facilities. Any party authorized to use district buildings and grounds shall be held responsible for damage or theft resulting from that use.

Equal Rights

All users must comply with all federal, state and municipal equal opportunity laws and regulations regarding discrimination. Equal rights of use shall be granted to all religious and political groups however, the district shall not extend use of a facility to any organization or group whose policies advocate the overthrow of the government of the United States of America or any political subdivision thereof. Approval of use of a facility for non-school purposes shall neither constitute endorsement by the district of the organization or the beliefs or purposes espoused by the organization.

Right to Approve or Deny Use

The district reserves the right to grant or deny any and all facility use requests at its sole discretion which it deems such action to be in the best interest of the district.

Rules and Processes

The superintendent or their designee is responsible for the interpretation and administration of this district Policy and shall establish administrative rules and processes to facilitate the reservation and use of district facilities. Requests for use of district facilities may be denied based on criteria established by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials

KA/KAA - District-Community Relations Goals and Objectives

KGF/EDC - Authorized Use of District Equipment and Materials

KI - Public Solicitation in District Facilities