

## Facility Use Procedure

Facility Use Request forms are available on the district's website and at the individual schools and the district office. They are to be filled out properly and returned to the building where space is requested. The appropriateness will be determined by the building administrator.

After doing this, the administrator/designee will forward the request to the superintendent with his/her approval or disapproval indicated. The request will be reviewed by the superintendent/designee. The room assignment will be verified and the completed request form routed to the following: building principal where building use assigned, director of maintenance, individual requesting building use, others as appropriate.

If the facility use calls for custodial/food service employee assignment or a charge for commercial use, the district office will make the necessary assignment and estimate the potential cost on the building use form.

Following the use of the facility/area, the building administrator/designee will return the facility use form with evaluation portion complete. Fees charged for use of school facilities are based upon the following guidelines:

Group 1: Siuslaw School District (SSD) Business – all school district business and athletics.

Group 2: SSD affiliated nonprofit groups (e.g., PTA, ASPIRE, Booster Clubs, Siuslaw Education Foundation, SSD union groups).

Nonprofit groups affiliated with the Siuslaw School District whose sole purpose is to support the mission of the school district.

Group 3: Nonprofit – local youth organizations, educational programs, local service organization meetings and local adult recreational/sports groups (e.g., Boy Scouts, Girl Scouts, Camp Fire, Boys and Girls Club, local youth sports organizations).

Group 3A: Local youth organizations must have open enrollment and open participation for all ability levels, and participants reside within the Siuslaw School District boundaries.

Nonprofit groups holding a meeting whose main purpose is to promote the welfare of youth or adults within our local community.

Group 3B: Youth organizations whose participants are selected on a competitive or tryout basis and whose activities are not open to youth of all ability levels, and 80 percent of the participants reside within the Siuslaw School District.

Group 4: Nonprofit community organizations (youth and adults) hosting an event and local individual users. (Activities for which public halls or commercial facilities generally are rented or owned such as: religious organizations holding religious service/studies, receptions, community fundraiser, political rallies, memorial services, entertainment events).

- Organization charges admission, collects an offering or donation or sells merchandise (other than to offset the activity/meeting costs).
- Other nonprofit organizations who do not fall into Group 3.
- Individual community members.

Group 5 Profit oriented groups and groups/individuals out-of-district boundary service area.

- Commercial and for-profit businesses or entities.
- User group applicants whose address falls outside or organization whose participants reside primarily outside the Siuslaw School District boundaries.

**Facility Usage Fee** (all fees are per hour)

Location	Group 1-2	Group 3A	Group 3B	Group 4 Youth	Group 4 Adult	Group 5
<b>Notes (see below)</b>		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4,5
Classrooms	No Fee	\$4	\$6	\$8	\$12	\$20
Athletic Fields	No Fee	*	*	*	*	*
<b>High School:</b> Commons/Mall, Gymnasiums, Stadiums	No Fee	\$6	\$9	\$25	\$40	\$54
Specialized areas (culinary arts, library)	No Fee	\$4	\$6	\$10	\$15	\$34
<b>Middle School:</b> Commons Area, Gymnasium	No Fee	\$6	\$9	\$25	\$40	\$54
Kitchen/Cafeteria*	No Fee	\$5	\$5	\$8	\$10	\$39
Specialized areas (library)	No Fee	\$4	\$6	\$10	\$15	\$39
<b>Elementary School:</b> Gymnasium, multipurpose room	No Fee	\$6	\$9	\$25	\$40	\$54
Kitchen/Cafeteria*	No Fee	\$5	\$5	\$8	\$10	\$39
Specialized areas (culinary arts, library)	No Fee	\$4	\$6	\$10	\$15	\$39

\* A clean-up or maintenance fee may be charged.

Note Explanation	
Note 1	Personal fees applicable for noncontract hours or special event
Note 2	General meeting vs. events (events at Group 4 rates)
Note 3	\$5 Change Fee will be charged for each revision requested by user group to original application.
Note 4	\$5 Late Fee will be charged to all invoices older than 60 days; thereafter each 30 days.
Note 5	SSD to receive 5 percent of proceeds when collecting an admission fee.
<b><i>Kitchen use also requires coordination through the Food Service Department. Food service personnel are required to be onsite for kitchen use.</i></b>	

Any food preparation in the kitchen will require a food service employee to be on duty. The wage for a food service employee will be determined at the time of the facility rental.

Custodial wage and benefit cost will be based upon step 7 of their classification on the current salary schedule. The cost will be 1.5 times their hourly rate for any time over 40 hours a week or 8 hours in a day.

A \$5.00 Change Fee will be charged for each revision requested by the user group to the original application.

The group making the application for facility use may not sublet their reservation to another entity without prior approval and disclosure to the district.

Event use that occurs on a regular, reoccurring basis will be assessed a multi-use percentage discount of the facility use schedule calculated fee, as determined by the superintendent. To be considered a 'regular, recurring event' the facility use request form must denote use of at least one event per month or at least four times per year. Fees for 'regular, recurring events' must be paid in advance.

The superintendent has the authority to determine the hourly use rate of this facility depending upon its commercial use and any required deposit.

The Board retains the authority to rule on the propriety of any event, to adjust this policy as required to fulfill its responsibilities, and to make such reciprocal arrangements with others as benefit the school program.

### **Facility Use by Assigned School Staff**

School district personnel may pursue individual projects in their assigned teaching area during school duty hours, which relate to motivating their students, or demonstrating new or advanced techniques. All projects must have prior approval of the building principal.

The Board recognizes the need for personnel to continually upgrade and maintain their skills. However, staff use of district facilities for personal use must follow this policy and administrative regulation.

### **Insurance Requirements**

All applicants will be required to provide proof of general liability insurance coverage in the form of a Certificate of Insurance. This certificate must show that the insurance coverage will be in effect during the event date(s) and show minimum general liability coverage in the amounts of \$2,000,000 per occurrence and \$2,000,000 in aggregate liability coverage. The school district must be named as additionally insured on said policy and a copy of the endorsement is to be included with the insurance certificate. Coverage cannot be canceled or reduced without 30 days written notice to the district.