

Administrative Procedure and Fee Schedule

The following administrative regulation includes general rules and procedures governing the use of district facilities by eligible community groups. A list of rates for the use/rental of these facilities has also been established and will be updated by the Board as deemed necessary.

Building Use Priorities

Use of district facilities by eligible community groups is encouraged provided such activities can be scheduled to avoid conflicts with regular school and school sponsored activities. The building principal shall use the following priority list for scheduling building, field or grounds usage:

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities of the extracurricular K-12 school program and its club sports and seasonal programs;
3. School-sponsored programs such as classes and workshops;
4. Youth-related non-school activities conducted for the purpose of benefitting South Umpqua School District resident pupils exclusively;
5. Adult-related non-school activities and youth related non-school activities conducted for the purpose of benefitting school age children in general;
6. Other appropriate uses.

General Rules and Procedures

The building principal has the authority for scheduling and renting the school facility. The principal's and superintendent's signature is required on the agreement form. For certain activities, the superintendent may require the building principal (or his/her designee) to be present to insure compliance with all facility usage procedures and requirements.

A copy of the rental agreement is to be forwarded to the district business office. Any rental fees are to be collected in advance and promptly remitted to the business office.

Free Uses of Facilities

The building principal may grant the free use of facilities to community organizations as determined by district facility use policy. Free use will be allowed for the following:

1. Political parties for precinct organizational meetings and precinct elections required by law;

2. Douglas County or State of Oregon for use in the performance of their duties to the public;
3. State of Oregon and other public agencies for staff training or examinations;
4. Umpqua Community College or other educational institutions;
5. Nonprofit community organizations;
6. PTA's, Booster Clubs, etc.

Use Subject to Payment of Fees

If a community group is charging admission from the participants, the principal should charge rent for use of district facilities. There must also be a charge for extra salaries if district personnel are required to work overtime because of the activity.

Nonprofit community groups providing programs and activities for children may be allowed to use the facilities free of charge. Adult groups meeting for non-educational purposes will be charged for use of the facilities. Groups asking to use facilities with the intent of raising money for non-school purposes will be charged.

Rental Fee Schedule

The district has established a schedule of fees for use of district facilities and the principal or designee at each site shall collect those fees.

Rental Fee Schedule per Hour

Facility	Youth Nonschool Related	Adult Nonschool Related
Theater	\$50	\$65
High school gymnasium	\$50	\$65
H.S./M.S. lock room	\$25	\$35
Classrooms	\$10	\$15
Computer labs	\$20	\$30
Fields	\$15	\$20
Middle school gymnasium	\$35	\$45
High school gymnasium	\$35	\$45
H.S. multi-purpose room	\$15	\$25
Elem. multi-purpose room/gym	\$15	\$25
Library	\$15	\$25
Kitchen on is \$20 per hour. Kitchen and specialized equipment will include hiring a SUSD food service employee who must be there while equipment is in use is \$40 per hour.		
Additional Costs		
Stage lighting (simple, no color)	\$25 per use	
H.S. stadium lights	\$15 per hour	
Tables/Chairs/Non-Tech	\$25 per event	
Microphones/Overhead Projector/Video Equipment	\$10 per item	
Labor Costs Supervisor/Administrator Custodian	If required by the superintendent, \$30 per hour. \$20 per hour (a minimum of 2 hours)	