

Springfield School District 19

Code: **KG**
Adopted: 1/08/96
Readopted: 10/22/07
Orig. Code(s): KG

Community Use of District Facilities

Community groups will be permitted and encouraged to use district facilities when such uses do not interfere with school programs. In general, activities involving district students will be given priority.

The use of alcohol, tobacco, drugs, or narcotics is prohibited on school property.

Eligible Organizations

The following priorities are established for the purpose of determining use, rental charges, and other fees:

1. **District Use:** Use by organizations directly connected to the district for purposes that directly affect students or the educational program. Such events must be open to the general public with no admission charged or contributions taken.
2. **Recreational and Educational Programs Involving Students:** Non-profit or community sponsored organizations may use the facilities provided no admission is charged or contributions collected to produce profit for the organization or any individual.

Facility use rental charges will be assessed for activities where fees or admission charges resulting in profit for the organization or any individual are required.

3. **Adult and Non-student Programs:** All business, social, church or commercial organizations which use school buildings will be charged rental fees based on the above profit or non-profit status of activities.

Use of District Facilities for Private Gain:

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only upon payment of fees determined by the district.

Use of district facilities by district employees for private gain will be discouraged, however, employees requesting such use will pay fees as determined by the district.

Rental Charges and Approval of Use

The superintendent or designee will be responsible for developing administrative regulations for facilities use that will include fees, charges, rental equipment schedules and the process for application.

All district facility rentals will be approved by the superintendent or designee.

Requirement for Insurance Coverage:

The district requires users of facilities to provide evidence of adequate insurance coverage appropriate for the proposed activity.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)