

## **Community Use of School Facilities**

### **Availability of Buildings and Fields**

It is the administrative practice of the school district to make schools available for student use under responsible adult supervision as the highest priority. This should be accomplished while not violating district or OSAA policies, not interrupting school programs or classes, not harming district fields, buildings or budgets and maintaining safe and secure environments for students, staff and the public.

In addition, the district is vested in supporting community activities of a civic and recreational nature that are deemed appropriate. Use of facilities for partisan, political or sectarian purposes may be granted with superintendent or board of education approval.

However, the school district reserves the right to grant or deny permission for use of district fields and/or buildings at its sole discretion. In most cases, use by local students will have priority over adult and/or organizational activities.

### **Rental Application Process**

An application form (available at each school, the maintenance office at 1890 42nd Street, or the reception desk at 525 Mill Street, or online at district Web page: <http://www.springfield.k12.or.us/page/180>), must be completed by the requesting group, department or individual for all activities in all classifications except school-sponsored activities for students or the educational program at each school. The process is as follows:

1. Pick up application at school, from the Maintenance Office at 1890 42nd Street, or from reception desk in the Administration Building at 525 Mill Street or download from Internet;
2. Fill out all portions of the form that are applicable to your request and sign;
3. Provide insurance binder or proof of insurance to accompany requests. Insurance limits should be a minimum of \$1,000,000 umbrella. Proof of insurance needs to be sent to the District Maintenance Office, 1890 42nd Street;
4. Return signed request with dates and times requested to any school office or to the District Maintenance Office, 1890 42nd Street;
5. Request will be forwarded to building and building principal should review existing calendar, fees or assessments that may be assessed to attendees and the school's scheduled programs. If approval is given, the rental form is signed and returned to the rentals/reception office, where it will be checked for proper insurance and fees assessment by the assistant superintendent and/or facilities management;
6. Use of facilities are usually not allowed until a fully executed copy of the application form, proof of insurance and appropriate administrative approvals have been made;

7. Use of indoor facilities will require that a district employee be on duty during the event. The user will be charged for having a district employee work outside of regularly scheduled times.

#### **CLASSIFICATIONS (AS PER BOARD POLICY):**

##### **CLASS I - District Use, School District Activities and/or Events**

1. School-sponsored or co-sponsored activities or events for District students (clubs, intramurals, concerts, etc.).
2. School-sponsored activities or events for parents or patrons (pay, open house, etc.).
3. School-related groups and organizations co-sponsored by the school (PTAs, school advisory committees, booster clubs, Springfield Education Foundation, etc., except those events whose primary purpose is fundraising for individual programs or community, state, or athletic organizations), with no admission or contribution charges. School-sponsored fundraising events may be billed or direct costs (e.g., heat, lights, air conditioning, water and other consumables).
4. School-sponsored or co-sponsored staff activities (e.g., wellness, staff development or classroom related), with no admission or contribution charges.
5. Co-sponsored events or activities with Willamalane and/or local county/state official meetings for purposes of public hearings and/or testimony.

##### **CLASS II - Recreational and Educational Programs Involving Students**

1. Staff-led sports teams, associations, clubs or events and/or fundraisers.
2. Kidsports, Springfield Baseball Commission, YMCA, AYSO, Willamalane youth recreation and other youth athletic organizations.
3. Local nonprofit organizations (if no fees are charged beyond rental costs).
4. Youth education or nonprofit organizations (e.g., Scouts, Camp Fire, etc.).
5. Education programs sponsored by local nonprofit educational institutions (e.g., University of Oregon, Lane Community College, Portland State University, Linfield College, etc.)

##### **CLASS III - Adult/Nonstudent Programs**

1. All profit organizations.
2. Churches (for church services).
3. Nonprofit organizations collecting admission fees or donations beyond rental costs.
4. Fundraising activities by groups which otherwise might be approved for free or reduced rates.
5. Individuals or private groups (e.g., weddings, family reunions, memorial services).

#### **Definitions**

1. "District-sponsored" means the sponsoring entity seeking access to district facilities is directly funded by the school district and is involved in the coordination, funding, planning and operations of the events before, during and after the event. Fees for these activities are borne by the school district, except that district-sponsored fundraisers may be billed for overhead costs such as water, electricity and other district costs.
2. "Co-sponsorship" by the school district means one or more agencies, organizations or entities through a joint arrangement provide assistance to one another and the school district in putting on an

event or activity by coordinating, funding, planning and/or providing in-kind services. Fees for these activities and/or events may be assessed, especially if entrance fees, participant fees or team fees are assessed to participants beyond rental and/or utility costs.

3. “Student” is defined as any person 18 years of age or younger is who attending the Springfield School District.

### **Fee Application**

Fees will be assessed for the following priorities in the following manner:

#### **Priority 1 - District Use - CLASS I**

1. Building rental fees: None.
2. Building utility costs: None (except for fundraisers).
3. Staff costs: assumed by district (responsible party must be present).
4. Equipment/room/field rental costs: None (except for fundraisers).
5. Conditions: Priority 1 events must be open to the general public with no contributions solicited for individual staff or private gain. Fundraising events must offset district direct costs.

#### **Priority 2 - Recreational and Educational Programs Involving Students - CLASS II**

1. Building rental fees: may be assessed if admission or participation fees are charged for the event. Deposits may also be required.
2. Building utility costs: will be assessed if admission charged are collected for event or HVAC is turned on.
3. Staff Costs:
  - (a) May be assessed if event takes place after hours when custodians are present in building.
  - (b) Will be assessed if weekend event and keys and Sonitrol access are required.
  - (c) Will be assessed if kitchen staff are used.
4. Equipment/Room/Field Rental: rental/utility fees assessed if admission charged or fees paid by student participants.
5. Conditions:
  - (a) Fundraisers for school purposes may be charged utility fees and Class III rates if held in or on district facilities.
  - (b) Staff-led sports camps, open gyms, workshops, tournaments where district facilities are used may be charged utility fees.
  - (c) Proof of insurance is required.
  - (d) OSAA “in-season” sports will have priority over “out-of-season” sports for scheduling indoor facilities.

### **Priority 3 - Adult and Nonstudent Programs - CLASS III**

1. Building rental fees: assessed for building and fields use. Deposits may be required.
2. Utility costs: will be assessed for outdoor fields, water may be arranged through Springfield Utility Board and billed on a pass-through basis (if possible).
3. Staff costs: fees for custodial, food service and maintenance services will be assessed on an hourly basis at contractual rates (minimum two hours after hours).
4. Equipment/Room/Field Rental: rates per the district's identified rental rates and equipment.
5. Conditions:
  - (a) Adult and nonstudent events that serve as fundraisers in support of school programs may be administered similar to Priority 2 requests.
  - (b) Proof of insurance required.
  - (c) Nonprofit organizations will have priority over for-profit organizations. Student organizations will have priority over adult organizations.

**Fees and Charges (based on per hour)**

	<b>CLASS I (FUNDRAISER)</b>	<b>CLASS II</b>	<b>CLASS III</b>
Elementary School Gym		\$15	\$20
Middle School Gym		\$20	\$25
High School Gym		\$25	\$35
Fields		\$10	\$15
Silke Field		\$50	\$70
Classrooms		\$7.50	\$10
Cafeterias		\$15	\$25
Kitchens		\$25	\$50
Auditoriums		\$75	\$100
		\$50 after 3 hours	\$75 after 3 hours
<b>ELECTRICAL FEES (HOURLY)</b>	<b>CLASS I (FUNDRAISER)</b>	<b>CLASS II</b>	<b>CLASS III</b>
Classroom	\$1	\$1	\$2
Cafeteria	\$2.50	\$2.50	\$7
Gym	\$2	\$2	\$4
Kitchen	\$3	\$3	\$5
Auditorium	\$7	\$7	\$10
<b>HEATING/AIR CONDITIONING (HOURLY)</b>	<b>CLASS I (FUNDRAISER)</b>	<b>CLASS II</b>	<b>CLASS III</b>
Elementary School	\$2	\$2	\$2
Middle School	\$7	\$7	\$7
High School	\$13	\$13	\$13
	<b>CLASS I (FUNDRAISER)</b>	<b>CLASS II</b>	<b>CLASS III</b>
All Facilities	\$3	\$5	\$8
	<b>CLASS I (FUNDRAISER)</b>	<b>CLASS II</b>	<b>CLASS III</b>
Custodian	\$25	\$25	\$25
Cook	\$20	\$20	\$20
<p><b>Field Lights:</b> available on Hamlin baseball fields and Silke Field. (Charges will be based on metered use.)</p> <p><b>Thurston High School lights:</b> at \$40 per hour.</p> <p><b>Irrigation:</b> available on selected fields. (Charges will be based on metered use.)</p> <p><b>Clean-up charges:</b> will be assessed as needed at \$30 per hour.</p> <p><b>Deposit:</b> The district reserves the right to ask for a deposit as a condition of rental in order to offset potential costs that may result as a consequence of the use of district equipment or facilities. Said deposits should be of a reasonable amount based on the potential costs generated by the size of event, the amount of room, field or equipment use, the use of utilities and electricity, trash removal and the potentials for calling out employees after regular hours. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicant.</p>			

### **Use of School Facilities for Private Gain**

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

### **Prohibitions**

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