

**Saint Helens
School District 502**

Code: **KG**
Adopted: 7/28/03
Revised/Readopted: 9/24/07; 8/22/12; 11/20/13
Orig. Code(s): KG

Community Use of District Facilities

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education and service activities. At the same time, the Board recognizes the following:

1. District facilities have been provided by the taxpayers primarily for the purpose of providing educational facilities for the students of the district;
2. Funds have been provided by taxpayers in the general fund for general operating expenditures directly related to the instructional program and budgeted co-curricular programs;
3. District citizens have not provided funds for the general operation of district facilities for community groups other than St. Helens School District.

The following categories (priority groups) whose members reside within the district have been determined in order of priority for building and grounds usage:

1. Student activities directly related to the K-12 school program, including graduation and budgeted extracurricular student activities such as sports and seasonal programs;
2. Community school-sponsored programs such as classes and workshops which are not for profit;
3. Student-related nonschool activities which are not for profit;
4. Adult-related nonschool activities which are not for profit with community benefit (IRS category 501(c)(3) or 501(c)(4)).

Priority groups have preference up to 60 calendar days in advance of the activity date. Other groups may tentatively reserve the facility more than 60 calendar days in advance of their activity date with the understanding they may be required to step aside in favor of a priority group. Requests by other groups will be considered on a first-come, first-served basis 59 calendar days prior to the activity date.

Subject to prior payment of related fees, approval for using the facilities shall not exceed one year. Keys must be returned at the end of each approved period. Requests must be resubmitted if the user desires to continue usage.

Fees will be charged for the use of district facilities currently in use according to the schedule below. Fees for facilities not in regular use will include all labor, utilities and other costs associated with using that facility.

Groups	Custodial	Direct Costs	Commercial Rates
School groups directly related to budgeted K-12 program	No	No	No
Programs strictly for students	Yes - or staff**	No	No
Nonprofit* with student benefit – such as: Kiwanis, Thespians, Band Patrons	Yes - or staff**	No	No
Nonprofit* with community benefit	Yes - or staff**	Pay additional costs	No
For profit	Yes	Yes	Yes

* Nonprofit = IRS 501(c)(3) or 501(c)(4)

** District staff member can agree to be responsible for all custodial duties.

The superintendent may approve reduced facility use fees or non-monetary contributions by community organizations in lieu of rental fees. If the organization is dissatisfied with the decision of the superintendent, the organization may within 10 working days, file a written appeal to the Board in care of the superintendent. The Board will consider facility use fee decision appeals at the next regular school board meeting.

General Rules for Facility Use

1. The Board expects the users to treat the facilities with respect.
2. There will be no use or display of tobacco, alcohol, controlled substances or weapons in school buildings or on school grounds.
3. All requests for facility use must be accompanied by a Facility Use Request form and submitted to the building designee. The Facility Use Request form and additional documents contain guidelines to which the applicants must agree.
4. The area of the school facility for which the original request was made is the only area which may be used by the group.
5. Children attending a function with their parents are restricted to use of the facility for which the reservation was made. For example: Parents attending a meeting in a classroom may not invite their children to play in the gym or hallway. Those who bring children are responsible for their behavior.

6. Individuals or groups using school buildings and facilities shall follow procedures and abide by rules established by the superintendent's office.
7. The district reserves the right to deny requests which represent an inappropriate use of district facilities, create conditions which are unsafe to the participants, or which have the potential of resulting in damage to school property.
8. The superintendent will be responsible for specific facility-use regulations.
9. All school facility rentals will be approved by the superintendent or his/her designee.

Approval of the use of district facilities for non-school purposes by the Board or its agents shall not constitute endorsement or approval of the groups or organizations sponsoring the activity or the sentiments or purposes they espouse.

The superintendent will develop administrative regulations to implement this policy and will develop fee schedules for the use of district buildings, equipment and services.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

DFD - Rental and Service Charges

EDC/KGF - Authorized Use of School-Owned Equipment and Materials

KGF/EDC - Authorized Use of School-Owned Equipment and Materials