

Community Use of Building Facilities and/or Property

Use of School Building Facilities

The superintendent and his/her designees are authorized to approve and schedule the use of the district facilities by nonschool organizations when appropriate. Fees will be charged when applicable by using the fee schedule established in this administrative regulation.

Eligibility

The following groups and activities, in priority order as stated, will be allowed use of the facilities:

1. Activities directly related to the K-12 school program, including graduation;
2. Activities related to the extra-curricular K-12 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Youth-related nonschool activities;
5. Adult-related nonschool activities.

Operating Rules

1. All organizations using the facility agree to hold the district free and harmless from any and all liability arising from their activities and will provide evidence of liability insurance if requested.
2. Requests for use of the kitchen and/or kitchen equipment shall be approved by the food service manager in the administration office. Additional fees may be assessed.
3. No alcoholic beverages or nonprescription drugs (or “look-a-likes”), are permitted on district property, nor is anyone to be admitted to district property under the influence of alcoholic beverages or any drugs not prescribed by a physician.
4. The permit holder shall be responsible for all damages or loss of district property. Holder may not assign, transfer, sublet or charge a fee to use district property.
5. When an individual, organization or group is granted use of the school building or grounds, he/she/it assumes responsibility for controlling the conduct of all participants and others in attendance while they are in or about the building, including traffic control. The renting organization will also assume

full responsibility for providing adequate and appropriate supervision as determined by the building or district administration.

6. No food, soft drinks or other beverages in the gym.
7. No street shoes on the gym floor. Tennis shoes with clean soles must be used. Black-soled tennis shoes are prohibited.
8. All doors are to be secured.
9. Adults only, except specified youth activities.
10. Facility use is limited to recreational purposes only and excludes league play due to limited availability of facilities.
11. The principal or designee will determine the number and kind of district personnel required to manage the building during the period. A fee for district personnel may be assessed.
12. Use of district facilities for religious purposes due to an emergency: Any Umatilla church faced with an emergency situation which eliminated the use of their church facilities for their regular church services, youth programs, or other church-sponsored activities for a limited period of time, may make a written request to the principal for the purposes of using some district facilities on a temporary basis.
13. No outside groups may use district buildings during school time unless provisions are made for non-disruption of regular education programs.
14. In the event that a group with higher priority than the group holding the reservation for a date or set of dates demonstrates a need for the facility, the principal or designee may cancel the rental agreement within a 30 day notice.
15. In the event of severe building abuse and/or flagrant violation of any of the above operating procedures, the building principal or designee may revoke the reservation at any time.
16. A responsible representative must be designated by the user organization of the group.

Purposes For Which District Facilities May Not Be Granted

School facilities may not be used for the following purposes:

1. Teaching or promoting any theory or doctrine advocating the abolition or overthrow of the United States government.
2. Programs that may be classified as a nuisance to neighbors of the district facility such as loud noise, displays offensive to many, objectionable odors, or attraction of very large or unruly crowds.

3. Moneymaking activities of an unlawful nature, or activities the district cannot condone as proper for children.
4. Monetary gain of an individual, company or organization in competition with a local business.

The use of district buildings and other facilities by an individual or organization operated for private gain shall be permitted only when:

- a. A worthy educational, recreational, civic, or charitable purpose will be served.
 - b. A substantial group in the community will be benefitted.
 - c. All financial details and liability coverage are worked out in advance with the local district.
5. By any group who would exclude anyone from participation in, be denied the benefits of, or be subjected to discrimination against, on the basis of race, color, gender, national origin, age, religion, marital status or handicap.

Procedures

1. The written request, deposit, and relevant fees for use (see fee schedule) shall be submitted to the building principal or designee.
2. The principal or designee will evaluate each request according to the Administrative Rule.
3. The principal or designee shall forward a copy of the approved application to the requesting party and the district office.
4. If the principal determines that an application cannot be approved, the applicant may appeal directly to the superintendent or his/her designee, and thereafter, to the Board at its next regular meeting.
5. Cancellations for approved requests must be provided to the building principal in writing a minimum of 24 hours prior to scheduled use to receive a full refund of fees/deposits.

Considerations

1. All checks for deposits and fees will be made payable to Umatilla School District. In cases when payment is requested, advance payment is required.
2. The principal or designee has the prerogative of waiving fees for certain groups (e.g., Boy Scouts, Girl Scouts, 4-H)
3. Fees and deposits will be assessed and collected according to the fee schedule.

Fee Schedule

Facility	Rate	Notes
Gym <ul style="list-style-type: none"> • General Meeting- No fees or admissions charged. • Activity- Admission or fee charged. 	<ul style="list-style-type: none"> • \$50 for four hours (including set-up/clean-up), \$15.00/hour for each additional hour. • \$150 for four hours (including set-up/clean-up) \$25.00/hour for each additional hour. 	Umatilla High School (UHS) gym is available for tournament activities only. The UHS gym is not available as a practice facility for non-UHS teams.
Classrooms	<ul style="list-style-type: none"> • \$25 for four hours (including set-up/clean up), \$10 for each additional hour. 	
Cafeteria/Commons <ul style="list-style-type: none"> • General meetings/events- No fees or admissions • Activity- Admission or fee charged. 	<ul style="list-style-type: none"> • \$50 for four hours (including set-up/clean-up), \$15/hour for each additional hour. • \$75 for four hours (including set-up/clean-up), \$10 for each additional hour. 	
Sports Field	<ul style="list-style-type: none"> • \$15 for four hours (including set-up/clean-up), \$5 for each additional hour. 	
Track	<ul style="list-style-type: none"> • \$200 per use/per day. 	If more than ten teams are participating, an additional charge of \$25/team will be assessed.
Kitchen	<ul style="list-style-type: none"> • \$75 for four hours (including clean-up/set-up), \$25/hour for each additional hour. 	Must have approval of Food Service Director and Building Principal. A \$30/hour staffing fee may be charged.
Staff <ul style="list-style-type: none"> • Custodial or Kitchen Staff- per person • Supervision- per person (when required by building principal or designee) 	<ul style="list-style-type: none"> • \$40.00 per hour (two hour minimum fee) • \$25.00 per hour (two hour minimum fee) 	Custodial staff fees will be charged for all users in all facilities automatically if facilities are not left in a clean and orderly manner.

Deposit: The \$100 deposit is required with the signed facility use application. An additional \$50 deposit is required per key. Key requests will be granted at the discretion of the principal or designee. Deposits are not to be construed as a rental charge and are considered a security deposit. All charges for damages and cleaning required after use by a group or individual shall be assessed against the user's deposit. If the costs for damages/cleaning exceed the deposit, the user will be billed for the additional overage. In the event that the deposit is not used, it will be returned to the user.