

Authorized Use of District Equipment and Materials

Special Facilities and Equipment

The use of district facilities will be under the supervision of a district employee or responsible adult designated by the principal.

1. Gymnasium - School gymnasiums may be used for purposes and activities appropriate to the facility. Gym shoes are required of participants in all active sports and games.
2. Cafeteria - Kitchen facilities may be used only under the supervision of a regularly employed cafeteria worker or district employee.

Groups using the kitchen and cafeteria facilities for dinners or banquets will be charged a rental fee for use of the kitchen, labor expenses of cafeteria and custodial personnel, rental fee for use of the cafeteria and the cost of the food and supplies used.

3. School Equipment - Items of equipment such as audio visual, athletic gear, chairs, bleachers, etc., may be loaned for use off the district premises on a responsibility basis.

Administration

Applicants for use of district facilities shall be submitted to the school principal on application forms provided by the district. The application must be signed by an adult who will be responsible for the care of the facility.

No group will be admitted into the building before an adult supervisor arrives who is responsible for the use and care of the facility. Class I groups may be exempt from this provision.

1. The school's responsibilities are:
 - a. Ascertain that the applicant will fit into the building use calendar and district policy;
 - b. Determine that the proposed activity will not interrupt the regular school program;
 - c. Determine that the proposed activity will not be harmful to the district facility.
2. The school principal will forward the application and appropriate recommendation to the superintendent's office.
3. The superintendent's office will notify the applicant of the application's disposition.

4. The superintendent's office will be responsible for assessing and collecting the appropriate charges for rental and/or damage.
5. Fees for building use will be determined annually by the superintendent's office and approved by the Board.

Exceptions to above criteria may be made at the discretion of the superintendent.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

OR.ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).