

**Winston-Dillard
School District 116**

Code: **KGE**
Adopted: 7/10/02
Readopted: 5/25/11
Orig. Code(s): KGE

Public Responsibility for Facility Usage

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education, and service activities. A Building Use Request must be submitted by the person or group to the school office three or more days prior to the use date. Approval or denial shall be granted by the school office in coordination with facility administrators. The original copy of the agreement shall remain in the school office. Other copies shall be distributed to the custodial staff and facility user.

Approval for using facilities shall be granted for a period not to exceed three months. Requests must be resubmitted if the person or group desires to continue using the facility.

The Board expects the users to treat the facilities with respect. The user must agree to the guidelines on the Building Use Request form.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.172](#)