

Oregon School Boards Association Selected Sample Policy

Code: **KG**
Adopted:

Community Use of District Facilities (Version 1)

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with district programs. The superintendent will encourage the involvement of staff, parents and community in the development of guidelines for community use of district facilities. All such arrangements will be subject to the following provisions:

Eligible Organizations

There will be three classifications of nonschool uses of district facilities. These classifications are established for the purpose of determining rental charges and other fees.

1. **General:** Use must be for purposes that are educational, charitable or of general community interest. Such events must be open to the general public with no admission charged or contributions taken. There shall be no basic charge.
2. **Noncommercial:** Private nonprofit or community clubs or organizations may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.
3. **Commercial:** All business or commercial organizations which use district buildings will be considered under this group. Included will be community and locally-sponsored noncommunity groups requesting use of district facilities for fund-raising purposes which are not necessarily devoted to educational, charitable or community interest activities. Admission may be charged or contributions received. Groups of this nature will be charged in accordance with fees approved by the Board.

Use of District Facilities for Private Gain

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;
2. Such use will not benefit principally the organization operating for private gain;
3. A worthy educational, civic or charitable purpose will be served;
4. A substantial group in the community will benefit;
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.

Such use of school facilities by district employees will be discouraged.

Rental Charges and Approval of Use

All district facility rentals will be approved by the superintendent or his/her designee. Fees for the use of district facilities will be determined by the superintendent based upon the rental charges and personnel fees approved by the Board.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Oregon School Boards Association Selected Sample Policy

Code: **KG**
Adopted:

Community Use of District Facilities (Version 2)

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education and service activities. The following categories have been determined in order of priority for building and grounds usage:

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities related to the extracurricular 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.

The Board expects the users to treat the facilities with respect. A *Building Use Request* form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines on the *Building Use Request* form. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate administrator, building custodial staff and facility user.

Approval for using the facilities will be granted for a period not to exceed three months. Requests must be resubmitted if the user desires to continue usage.

The superintendent will encourage the involvement of staff, parents and the community in the development of specific building-use regulations.

END OF POLICY

Legal Reference(s):

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

Oregon School Boards Association Selected Sample Policy

Code: **KG-AR**
Revised/Reviewed:

Community Use of District Facilities (Procedure and Fee Schedule)

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain nonschool activities allow maximum community benefit, the following fee schedule, as amended from time-to-time, shall be in effect:

1. Damage/Cleaning Deposit Schedule

- a. The following damage/cleaning deposits shall be required for **Youth Groups - Nonschool Activities**.

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasium	\$50	\$100
(2)	Kitchens	\$25	\$50
(3)	Cafeterias	\$25	\$50
(4)	Classrooms	\$10	\$25
(5)	Auditorium	\$50	\$100
(6)	Fields (softball/baseball/soccer)	\$50	\$100
(7)	High School Commons	\$50	\$100
(8)	Libraries	\$50	\$100
(9)	Music Rooms	\$50	\$100
(10)	Track	\$25	\$50

- b. The following damage/cleaning deposits shall be required for **Adult Groups - Nonschool Activities** in buildings and on grounds.

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasiums	\$50	\$100
(2)	Kitchens	\$25	\$50
(3)	Cafeterias	\$25	\$50
(4)	Classrooms	\$10	\$25
(5)	Auditorium	\$50	\$100
(6)	Fields (softball/baseball/soccer)	\$50	\$100
(7)	High School Commons	\$50	\$100
(8)	Libraries	\$50	\$100
(9)	Music Rooms	\$50	\$100
(10)	Track	\$50	\$100

Football stadium will be used by high school varsity football, high school varsity soccer and eighth-grade football ONLY. (Subject to annual review by the buildings/grounds advisory committee.)

These deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user's deposit if not included in normal district maintenance. When a user's deposit is exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the Board or its delegate may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

- c. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the school/community director and athletic director will determine continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.

2. Rental Fee Schedule

- a. In addition to the required deposit, the following rental fees shall be required for **Youth Groups - Nonschool Activities**.

	Area	Rental Fee
(1)	Gymnasiums	No fee
(2)	Kitchens	\$25 each use
(3)	Cafeterias	No fee
(4)	Classrooms	No fee
(5)	Auditorium	No fee
(6)	Fields (softball/baseball/soccer)	No fee
(7)	High School Commons	No fee
(8)	Libraries	No fee
(9)	Music Rooms	No fee
(10)	Track	No fee

- b. The following rental fees shall be required for **Adult Nonschool Activities** (for building use only).

	Area	Each Use - Weekend Fee	Each Use - Weekday Fee
(1)	Gymnasiums	\$25	\$10
(2)	Kitchens	\$25	\$25
(3)	Cafeterias	\$25	\$10
(4)	Classrooms	\$5	\$5
(5)	Auditorium	\$50	\$25
(6)	High School Commons	\$50	\$25
(7)	Libraries	\$10	\$10
(8)	Music Rooms	\$50	\$25

- 3. All organizations must use district employees for weekend activities use. The staff member is responsible for access, security, supervision and cleaning and must be employed in the building where the activity is to take place. If district custodians are to be hired they will be compensated as stated in the current collective bargaining agreement.

If neither a school custodian nor other staff member is available, the organization will be declined a *Building Use Request* form.

4. If district kitchen facilities are used, a district employee (cook) will be on duty at all times at the rate stated in the current collective bargaining agreement. In some cases, custodians may be hired.
5. Decision as to custodian and cook hours will be made by the school/community director.
6. Payment (deposit/rent) must be submitted and received before a Building Use Request form is issued.
7. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy.
8. All cleaning/security deposits remain the property of the user's organization and are refundable until such time an assessment is made against the user. The user shall be notified of such assessment three working days prior to the user's next activity.
9. All fees and assessment shall be deposited to the school office and shall be used for the facility's operational costs.
10. The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users' groups (damages, etc.) will be documented and may preclude future use.
11. If there is a question as to the group's classification, it will be reviewed by the facility/grounds usage committee and a decision will be rendered.
12. All facility/grounds activities will be scheduled under the guidelines and time frames established by the school/community director.
13. Definitions

Area	Rental Fee
a. Youth-related school activities (school athletics, clubs, etc.)	None
b. Youth-related nonschool activities (Little League, 4-H, Scouts, Campfire Girls, etc.)	Deposit only \$25 each use
c. Adult-related school activities (community school activities, Booster Club, etc.)	None
d. Adult-related nonschool activities - buildings only (church groups, fraternal organizations, commercial groups, social, alumni, etc.)	Deposit and Fee
e. Adult-related nonschool activities - grounds only (adult softball, volleyball, etc.)	Deposit only

Any organization that cannot be clearly defined in the aforementioned groups shall be determined by the Board or its designee.