

Oregon Trail School District 46

Code: **KG**
Adopted: 5/12/97
Readopted: 9/13/04; 6/13/11; 6/12/12
Orig. Code(s): KG

Community Use of District Facilities

The district wishes to cooperate with community groups, patrons of the district, educational organizations, and not-for-profit organizations dedicated to the welfare of the general public. At all times, however, the educational program of the district and the best interests of the community must take precedence when considering use of district property and facilities.

General Rules

There is no outside use of the kitchen while school is in progress, and designated school/district staff shall be present when the kitchen is used. Other specialized areas may also require staff supervision. User or sponsor of user shall assume all liability for damage to buildings, contents and/or grounds and agrees to free the district of any responsibility for said liability.

Facilities/grounds use is subject to restrictions, including but not limited to: no alcoholic beverages, narcotics or dangerous drugs; no smoking, no pets; and no fireworks. Approval for use of school facilities/grounds shall not be considered a district endorsement, approval, or affiliation of the activity, groups, or organization, nor the purpose they represent. Failure to adhere to any district policies and/or facilities/grounds use regulations may result in loss of facilities/grounds use privileges, at the discretion of the district.

Facilities/grounds use priority and fees will be based on the following classifications:

1. **School-Sponsored Activity**

Any group or activity which is sponsored or sanctioned by the district.

2. **School-Related Activity**

Any groups specifically organized to work cooperatively with and in the schools (e.g. PTC, Boosters, Education Foundation).

3. **Not-for-Profit Youth Activities**

Not-for-profit youth sports/recreation/education activities conducted by tax-exempt groups. The groups must be established within the district boundaries or be a local (OTSD boundaries) affiliate to a broader organization. Priority will be given to those groups serving the greatest number of youth residing within OTSD boundaries.

4. **Not-for-Profit Adult or Mixed-Age (youth & adult) Activities**

Not-for-profit adult or mixed-age activities are conducted by tax-exempt groups for recreational, educational, civic, or charitable functions. Groups or individuals must be established within the district boundaries or be a local (OTSD boundaries) affiliate to a broader organization. NOTE: This classification also includes not-for-profit youth tournaments or special events.

5. For-Profit Groups and Groups Outside the District

Use by a for-profit or outside group must have special permission of the principal and superintendent or designee.

Rental Charges and Approval of Use:

Following are the procedures which will be used for district facilities/grounds requests.

1. Use of school facilities/grounds during the school year will require approval by building administration and the District Facilities Department. Use of school facilities during summer break will require approval by the District Facilities Department.
2. Requests for approval of **non-athletic facility** usage by community groups or individuals must be completed at least five working days in advance of the date desired. Requests for the approval of **non-athletic facility** usage by staff must be completed at least 24 hours in advance of the time desired.
3. Signatures required for the approval of **athletic facilities/fields** must be completed at least 15 working days, but no more than 45 working days, in advance of the date desired. A calendar/schedule detailing dates and times of use must be supplied.
4. Approval for using facilities/grounds will be granted for a period not to exceed four months. This rule may be waived at the discretion of the superintendent or designee, and would require a long-term lease agreement.
5. The administration is directed to recapture costs associated with operating district facilities/grounds. The superintendent or designee shall be responsible for developing a fee schedule for the use of school facilities/grounds, which will be approved by the Board and resubmitted for review/approval each year at the Board's organizational meeting. Fees for the use of school facilities/grounds will be determined by administration based on the fee schedule approved by the Board. Billing for any costs by the user will be coordinated between school or facility department administration and the district business office. Fees are due and payable prior to facilities/grounds use.
6. Applicants must have primary liability insurance and provide a certificate of insurance, naming the Oregon Trail School District as an additional insured, and holding the district harmless for all use-related activity. The liability limits will be a minimum of the limits set forth by the state of Oregon in ORS 30.270. The certificate must be on file with the district prior to facility/grounds use.

END OF POLICY

Legal Reference(s):

ORS 330.430 ORS 332.107 ORS 332.172

Oregon Trail School District 46

Code: **KG-AR (1)**
Adopted: 5/29/12
Readopted: 9/13/04, 5/12/97; 5/9/11
Orig. Code(s): KG-AR

Community Use of District Facilities and Grounds

General Rule

1. Community Use - The district will permit community organizations and groups to use school facilities/grounds for worthwhile activities and purposes. Such use shall not interfere with scheduled school programs or events and shall be supported in part by the payment of fees levied by the district to defray costs of utilities, maintenance and supervision.
2. Long Term Lease Agreement - Utilization of school facilities/grounds that will be consistent or require a regular assignment of specified facilities (i.e., continuing education or alternative education program use) will not be governed by this policy, but will be governed by a Lease Agreement that is initiated with the school administrator and approved by the Superintendent or designee. The Lease Agreement will stipulate the period of use, the facilities that will be used, any special services that will be provided and the fees that will be charged for such use and provisions. The district facilities office will coordinate the availability/scheduling of facilities as part of the Lease Agreement.

Facility Use Applications and Agreements

All parties wishing to use district facilities/grounds shall sign a facility/grounds use application/agreement prior to use. Application/agreements are administered by building and/or district administration, and shall include, among other items:

- a. Dates of use, participants, and description of activity;
- b. Agreement to follow district policy KG-and KG-AR including fee schedule and school rules and regulations for use of the district facilities/grounds;
- c. Agreement of responsibility to observe district policies and regulations, school rules, and the general conduct of all participants in the activity; and
- d. Agreement of responsibility for any damages that occur due to negligence and indemnifies and holds harmless the district from any and all claims, losses or damages arising from use of the school facilities/grounds.

Note: See sections, Care of School Property, Prohibited Activities and Use of Gymnasiums.

Supervision

1. Adequate supervision, as determined by approving administrator, shall be required for all use of district facilities/grounds.

2. Building administration may require additional general supervision for community activities that are approved under these guidelines. Costs of such supervision will be the responsibility of the user.
3. Minimum supervision in a building shall require that a designated school employee be responsible or on duty in the building during any event or activity of an outside group.

Cancellations

1. The district shall reserve the right to cancel agreements at any time when such action is necessary for the best interest of the district.
2. Facility/Grounds Use Agreement/Lease holders are required to give building administration at least a 7 day notice of any cancellation for use of the district's facilities/grounds, unless cancellation is due to inclement weather or district imposed cancellation. Contact for such cancellation shall be with the school location or facilities department office.
3. Any assessed facilities/grounds use fees are non-refundable unless cancelled within the 7 day notification period. Failure to pay assessed fees could result in loss of facilities/grounds use privileges.

Special Service Requirements

1. Kitchen - If meals are to be prepared in the kitchen, a member of the kitchen staff must be present during the scheduled period of use. At least one week prior to use of any school kitchen, user must contact the school's head cook or the food services office for specific instructions. If general use of the kitchen is required, a designated school staff member must be present.
2. Auditorium/Gymnasium/Multi-Purpose Rooms: Special equipment for these areas shall be operated only by technicians approved by building administration.
3. Vehicles - District vehicles shall only be driven by employees approved by district administration.

Fees

1. The district shall use a fee schedule for facilities/grounds rental and service charges.
2. Charges assessed by the district shall be based on the classification of the group (see policy KG). Consideration will be given to groups that are formed for the exclusive purpose of providing direct benefit to district students. (See Fee Schedule for District Facility Use, for detailed rental and service charges.)
3. If no school staff member is on site providing general supervision during scheduled activity, if additional supervision becomes necessary, or if custodial services are needed after the activity to restore the facility to its previous condition, the renting party will be charged for the applicable staff time.

Care of School Property

1. The district reserves the right to refuse use of district facilities/grounds to persons and groups whose previous use of the facilities/grounds resulted in abuse of district property.
2. Persons or groups using district facilities/grounds will be responsible for any damages and/or theft caused to the facilities/grounds, for removal of any litter, and for securing the facilities/grounds.
3. Equipment and furniture shall be used and/or moved only with the prior approval of the principal or designee.

Prohibited Activities on School-Owned Property

1. Administration will safeguard the district facilities/grounds against hazardous and nuisance activities. In so doing, a list of rules and regulations governing use of district facilities/grounds shall be posted and distributed, along with a copy of the fee schedule and the agreement that is signed by the party using the facilities/grounds.
2. Activities prohibited on district property, **unless approved by district administration**, include, but are not limited to, the following:
 - a. Tobacco, alcohol or illegal drug use of any kind;
 - b. Domestic animals, except service animals;
 - c. Weapons of any kind, including all firearms and sharp objects;
 - d. Archery practice (other than school curricular activities);
 - e. Golf practice (other than school curricular activities);
 - f. Operation/Racing of any form of motor vehicle;
 - g. Operation of mechanical devices (power-driven model airplanes or cars);
 - h. Horseback riding;
 - i. Rocket launching (other than school curricular activities);
 - j. Skateboarding/Rollerblading; and
 - k. Use of equipment, such as telephone system, to advocate yes or no votes on bond issues, levies, statewide measures, or any other political activism.
3. All administratively-approved vehicle use on school property is subject to traffic laws of the state, county and city government and to rules adopted by the Board.
4. The maximum number of people permitted in any district/school facility shall be restricted to the capacity designated by the Fire Marshall.

Use of Gymnasiums/Auditoriums/Multi-Purpose Rooms

1. Wall posters/tape are NOT allowed on walls unless approved by activities office/principal.
2. Shoes worn in any district gym must be non-marking athletic/gym shoes.

3. All equipment must be returned to place of origin in neat, orderly manner.
4. Adequate adult supervision is required for all children/youth up to age 21 at all times inside a school building.
5. Cleats or spiked shoes of any kind are NOT permitted to be worn inside any school building.
6. High school weight room is not available for use.
7. Protective pads are required to be placed on walls before pitching/catching practice. Throwing/hitting/batting against walls is NOT allowed without protective pads/screens. Protective pads should be requested in advance as part of facility/equipment request.
8. Only "softies" (baseball/softball) are to be used in any district building/gym unless in batting cage. Throwing/hitting of hard baseballs or hard softballs in batting cages requires protective floor pads.
9. Only wiffle balls, tennis balls, or pitching machine dimpled balls are to be used for batting practice in any district school/gym, unless inside gym a batting cage.