

Oregon Trail School District 46

Code: **KG**
Adopted: 5/12/97
Readopted: 9/13/04; 6/13/11;
6/12/12;6/10/19
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**

Student athletics and activities which are sponsored/sanctioned by the District, during the school year, and are covered under the District's insurance policy.

2. **School-Related Activity**

Any groups or activities 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. Note: Excludes tournament and special events which are treated as Class 4.

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 or 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 **athletic facility** usage must be completed at least five working days in advance of the date desired. Requests for the approval of **non-athletic facility** usage must be completed at least 24 hours in advance of the time desired. Exceptions may be made for groups with a Class 1 or 2 status upon special approval by facilities administration.
3. 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.
4. 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 facility department administration and the district business office. Payment must be remitted within 30days of the invoice date.
5. 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 for insurance must meet the minimum limits set forth by district. A certificate must be provided to district prior to facility/grounds use.

END OF POLICY

Legal Reference(s):

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