

REEDSPORT SCHOOL DISTRICT

REGULATION: COMMUNITY USE OF FACILITIES AND EQUIPMENT CODE: KG-AR

The Reedsport School District shall participate in community education by permitting community organizations and groups the use of school facilities and equipment 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.

Agreements

All parties wishing to use any school facilities or equipment shall sign a School District Facilities Use Agreement prior to use. Facility agreement forms are available at each school's main office. The Applicant must agree to assume responsibility for the observance of school regulations and the general conduct of all participants in the activity. The agreement shall also require that the applicant be responsible for damages that occur because of negligence, and indemnify and hold harmless the District from any and all claims, losses or damages arising from use of the facility or equipment.

A separate and distinct intergovernmental agreement shall be established by the District with Southwestern Oregon Community College and the Lower Umpqua Recreation Association. The intergovernmental agreements will be reviewed annually.

Permit and Conditions of Use

If use of school facilities or equipment is to be granted, the administration shall issue a photocopy of the signed agreement which will show the approved facility, dates, times, and required fees and other conditions of use, if any.

Supervision

Adequate supervision shall be required for all outside use of school facilities and equipment.

The building principal is authorized to direct additional general supervision for non-District use if determined appropriate.

Minimum supervision in a building shall require that a designated, volunteer staff person, volunteer approved by an administrator, or a paid duty staff person be in the building during any event or activity of an outside group.

Cancellations

The District shall reserve the right to cancel permits or agreements at any time when such action is necessary for the best interest of the District.

Persons or organizations that have reserved a facility shall be required to notify the District of cancellation at least one day in advance.

Special Service Requirements

School cafeteria kitchens shall not be rented without the employment of an approved school cafeteria worker except as deemed appropriate by an administrator.

Special auditorium equipment (sound equipment, etc.) shall be operated only by technicians approved by the school except as deemed appropriate by an administrator.

The administrator reserves the right to make other special service requirements deemed necessary.

Fees

The District shall use a fee assessment schedule for facility rental and special services charges.

Charges assessed by the District shall depend upon the nature of the groups and the activity that occurs during the use of the facility.

In keeping with the primary purpose of schools, the following groups will be allowed use of school facilities free of charge during the normal hours that a custodian (or other staff or District designated individual) is on duty so that the facility may be opened:

1. School organizations, i.e. approved student groups or clubs, employee associations;
2. Youth organizations and youth groups for activities when no admission is charged i.e., Scouts, Campfire, 4-H Clubs, organized athletic groups;
3. Non-profit adult organizations and groups (excluding churches) for meetings or activities where no admission, donation, or tuition is collected. Gymnasiums, auditorium, cafeterias, and athletic fields are not included in this provision.

The following groups will be charged a fee for the use of District facilities:

1. Special rental rates will be established for other educational institutions, i.e., Southwestern Oregon Community College, and Continuing Education programs;
2. Religious organizations or non-profit organizations of this community when charging for sponsored activities and non-profit organizations outside of the community will be charged the full scheduled rental fee as well as labor costs;

3. Local service clubs that provide financial and/or volunteer services to the young people of the community will be charged for the cost of supervision only;
4. Taxable or otherwise commercial entities wishing to use school facilities on a limited basis for profit-making ventures, if approved, will be required to pay special rental fees higher than those charged non-profit organizations. The rental rate will be negotiated in each case and will be based on an agreed upon increase over the regularly scheduled rate or percentage of gross receipts collected;
5. All non-school use of athletic fields shall be arranged through the District Athletic Director.
6. Religious organizations not charging a fee (or taking a collection) when using District facilities must pay a fee of \$5.00 for up to three hours of usage to cover the cost of utilities.
7. Groups using District computer labs or interactive two-way video equipment will be assessed \$5.00 per session to offset the expense of equipment maintenance.
8. The administration reserves the right to waive fees under special circumstances.

Rental Fee

1. Facility

Cafeteria with kitchen (Jr/Sr High)	\$50.00
Multi-purpose room with kitchen (Highland Elementary)	\$50.00
Multi-purpose room without kitchen (Highland Elementary)	\$25.00
Gymnasium (Jr/Sr High)	\$50.00
Classroom	\$25.00
Pacific Auditorium	\$50.00
Stadium	\$50.00
Football Field and Track	\$100.00
All other ball fields	\$25.00
Religious Organizations (not charging fee or taking a collection)	\$5.00
Lab Fee – Computer Labs or Interactive Video	\$5.00

2. Rental fees are based on up to three hours use; activities that require more time will be charged an additional fee;
3. Rental fees do not include special services of a custodian or District employee if needed or required.

Special Services Charges

	<u>On Duty</u>	<u>Off Duty*</u>
Custodian	No Charge	Time and one-half
Cafeteria Worker	N/A	Time and one-half

*Minimum two hours

Furniture and Equipment

Furniture will be returned to the original location when a group is finished using a room. Equipment and large pieces of furniture (i.e piano) used in the building by a group or individual will be used and moved only with the approval of the building administration. School equipment may be loaned or rented for use off school premises at the discretion of the administration.

Prohibited Activities on School-Owned Property

The administration shall safeguard the school facilities and premises against certain hazardous and nuisance activities.

Activities prohibited on school District property unless approved by the school administration include, but are not limited to the following:

1. Racing of automobiles, motorcycles, or other vehicles;
2. Operation of powered "go-carts" or similar vehicles;
3. Operation of power-driven model airplanes, cars, or other mechanical devices;
4. Horseback riding;
5. Golf practice; and
6. Archery practice.

All vehicles on school property are subject to the traffic laws of the state, county, city and those rules adopted by the Board.

END OF REGULATION
