Community Use of District Facilities

The Board shall make school buildings and other facilities and equipment of the district available to the public in a manner that is not in conflict with Oregon Revised Statutes or with their regular use of the district programs and services, and which is fiscally possible.

The district subscribes to the notion that the public schools are owned and operated by and for its patrons, and that the schools become an integral part of the community, in terms of its intellectual and social expression and development.

The following categories are listed in priority order for usage:

1. Activities directly related to the required K-12 school program;

2. Activities related to the extracurricular K-12 school program such as sports and seasonal programs;

3. District-sponsored programs such as classes and workshops;

4. Nonprofit community usage of the facilities such as meetings and sports leagues sponsored by local organizations. Nonprofit youth groups take priority over nonprofit adult groups;

5. Profit-making organizations.

School-sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the superintendent through the appropriate district administrators. Such use will be determined by district policy and will be only at such times as the facilities required are free from district curricular and extracurricular activities.

Approval of use of a facility by an organization for nonschool purposes will not constitute endorsement of the organization by the district, nor does it constitute approval or endorsement by the district of the beliefs or purposes espoused by the organization.

The district will not extend use of a facility to any organization or group that promotes illegal racist or discriminatory practices.

END OF POLICY
Legal Reference(s):

ORS 330.430
ORS 332.107
ORS 332.172

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
KGF/EDC - Authorized Use of District Equipment and Materials
Use of Facilities and Grounds

1. District and school sponsored events and activities will take precedence over all requests from outside individuals, groups and organizations in accordance with the following guidelines:

   a. District and school events scheduled within the school day (6:00 a.m. – 6:00 p.m.) shall have complete precedence over any other events or activities. No outside event shall be scheduled during this time without prior building administrator approval.

   b. For time periods from 6:00 – 9:30pm, weekends, nonschool days etc., a Request for Use of Facilities and Grounds form must be submitted by the district or school administrator to the maintenance department, who shall coordinate all facility and grounds use.

   c. District or school requests will take precedence over a previously scheduled event or activity of an outside individual, group or organization if it is received two calendar weeks or more prior to the outside event. If not, the outside event will remain scheduled unless it can be moved to another available and suitable location, as determined by the maintenance department. Exceptions for emergencies may be determined by the district administrator.

   d. A school request to use its own facility or grounds will take precedence over another school request at any time with no minimum notice.

2. Written application for use of district or school facilities or grounds by an outside individual, group or organization must be submitted on a Request for Use of Facilities and Grounds form (See KG-AR(2)) to the maintenance department. Written notification approving or denying the request will be returned to the requester. Use of facilities and grounds by outside entities will be in accordance with the following guidelines. Failure to comply may result in denial of future use.

   a. Application for gymnasium or field use shall open on September 15 of each year for scheduling Winter activities (November, December, January, February) and January 15 for Spring, Summer and Fall activities. There must be a minimum of one week with no scheduled activities prior to the beginning of each school year for the purpose of facility maintenance.

   b. All outside entities must accept the possibility that their accepted and scheduled event is/may be cancelled and/or moved to another location as determined by the district and in accordance with these regulations.

   c. The district reserves the right to deny facility or grounds use requests and/or to determine the location of a requested event and its appropriateness for a particular facility.

   d. Requests from outside entities for use on school days outside of 6:00 p.m. – 9:30 p.m. will be considered on a case by case basis.

   e. The outside entity shall provide sufficient adult supervision to ensure the safety of the participants and proper treatment of the facility and all other school property for the entire scheduled period. Facilities and/or equipment under the supervision of the outside entity are not to be left unattended.
Requests shall generally be limited to use of facilities, furniture and ground space. Use of equipment may be requested but must have prior approval of the site administrator. Equipment under the responsibility of the district must have prior approval of the district administrator. Any equipment operation costs will be the responsibility of the facility user. Any damage to equipment will be the responsibility of the user.

Illegal drugs are not allowed on school grounds or in school facilities at any time.

Alcoholic beverages are not allowed on school property or in school facilities at any time.

Tobacco use and firearms are not allowed on school property or in school facilities at any time.

The sponsoring organization is responsible for all crowd control. Excessive noise must be controlled as a courtesy to all neighbors.

A sponsoring group using the grounds is responsible for all clean up of the facility, field, crowd areas and restrooms, unless custodial time has been paid for as a part of the facility use fee.

Vehicles must be kept off the grass areas and out of the fire lane for emergency vehicles.

The sponsoring organization is responsible and liable for any damage to the district property caused by participants, spectators or others.

Use of the kitchen equipment requires the presence of a district cook and the use of the sound and lighting equipment in the High School Lectorium requires the presence of a district approved technician.

All keys issued must be returned within two days of facility use.

Fees for building use will be charged according to the Facility/Grounds Use Fee Schedule.

Sponsoring organizations are expected to have proof of liability insurance sufficient to cover accidents to the participants and damage done to the facility or district property.

Approved users of the district’s facilities are responsible for the conduct of participants of their activities.

When in the interest of an orderly program and the safety of a participants it is determined by a district employee or authorized facility user that some specific participant or participants shall not be permitted to enter the school facilities, a district employee or authorized facility user shall advise the person that he/she is refused admission and give the person an explanation for the refusal.

A participant may be directed to leave when a district employee or authorized facility user reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.

A participant may also be directed to leave by a district employee or authorized facility user in charge of an activity if the participant’s presence would be disruptive to the activity or if the participant’s course of conduct would conflict with Board policies, district or building regulation or would violate the law.

A direction to leave revokes any permission to participate in an activity or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The district office should be notified of any direction to leave and given a copy of any written notice.

Those who insist on remaining despite a request to leave and who thereby create a disruption of the carrying on of an approved activity are subject to citizen’s arrest and a report made to
the Marion County Sheriff’s Department. Failure to leave will render a visitor liable for
criminal trespass pursuant to Oregon Revised Statutes.

f. Any participant who believes that he/she has had a participation in an event unfairly limited,
may request a meeting with the superintendent. The latter shall meet promptly with the
participant, investigate the dispute and render a written decision. The superintendent’s
decision may be appealed to the Board.

g. Anyone who commits a violent act or threatens to commit a violent act toward a student or
staff member while on school grounds, at a school-sponsored event or on the way to and from
school, shall be reported immediately to the superintendent. The superintendent shall
immediately investigate.

4. Process for Termination of Facilities and Grounds Use

a. If the guidelines listed in point 2 above are not adhered to, an approved Facility and Grounds
   Use Request may be terminated by the district.

b. The process for termination of an approved Facility and Grounds Use Request is as follows:

   (1) A verbal warning will be issued, asking that the violation of the guidelines be corrected.
   (2) If after the verbal warning the violation persists, a written warning will be issued,
       referencing the verbal warning, outlining the violation and asking that the violation be
corrected.
   (3) If after the written warning the violation persists, a termination of the approved Facilities
       and Grounds Use Request will be issued in writing.