

North Clackamas School District

Facility Use Code of Conduct

The North Clackamas School District retains the right to deny or limit access to persons or organizations who do not work in the spirit of collaboration, violate policy, or fail to pay.

DESIGNATED USE

Designated classrooms, auditoriums, cafeterias, gymnasiums, and fields are available for use by the community during non-school hours. School facilities are not available for community activities before 7 a.m. or after 10:30 p.m. Exceptions must be submitted in writing to the Director of Community Services. Facilities may have other limitations on community use hours due to school events/programs/activities or custodial availability. School events take scheduling priority over community use. Overnight camping is prohibited.

Use is restricted to the times, locations, rooms/fields, and dates listed on the facility use permit. Early arrival/entrance or staying later than the scheduled permit time may result in a schedule change fee and added rental use to your invoice in half hour increments.

EQUIPMENT

Use of District equipment, furniture, and materials is restricted. ([See Policy KGF/EDC](#)) Any requests to use school or District equipment must be requested in writing to the facility use scheduler or Director of Community Services in advance of use.

PROHIBITED ACTIVITIES

Groups are responsible for providing clear and accurate descriptions of events and intended activities on the provided [Field](#) or [Facility](#) use application. Any activities not appropriate for minor children are prohibited on North Clackamas School District facilities. All visitors must follow District policy for conduct on District property. ([See Policy KGB](#))

Actions that are prohibited on district grounds include, but are not limited to the following...

No one on District grounds, including parking lots, shall:

- Impede any District program or any other activity taking place on District property which has been authorized by the District.
- Possess, consume, sell, give, or deliver unlawful drugs, drug paraphernalia, alcoholic beverages*, marijuana, tobacco products, or inhalant delivery systems.
*This prohibits the use of alcoholic beverages for ANY reason, including; cooking or religious practices.
- Bring, possess, conceal, or use weapons, firearms, or explosives.
- Use skateboards, rollerblades, scooters, or similar devices.
- Fly, launch, or operate aircraft, including drones.

Activities that are prohibited during the course of facility use agreements include, but are not limited to:

- The use or placement of inflatables such as bounce houses, inflatable slides, or inflatable body suits.
- Gambling
- The use of devices that emit flames such as matches, candles, Sterno (or Sterno type products) or fireworks.
- Operation of potentially hazardous equipment.
- Grilling or BBQing within 50 feet of a building structure.
- Other high-risk activities as designated by the Director of Community Services and Risk Manager.

Activities deemed to be of a dangerous nature must have prior approval of the Director of Community Services and District Risk Manager.

Uses of facilities are restricted to user. Facility Use permits are non-transferrable. **Subletting to other groups is strictly prohibited.** This includes misrepresenting the user or group conducting activities, exchanging times with another group, or any other transfer of use that is not arranged through the Community Services department.

ANIMALS

Working Service Animals are allowed in facilities and on District grounds. Under ADA, service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal or other effective controls. Community members should not bring pets to District facilities. Any requests to bring non-service animals to District facilities during community use (for educational events, entertainment or other purposes) must be submitted in writing to the Director of Community Services. ([See Policy ING-AR](#))

SUPERVISION

All groups using school facilities must provide a supervisor on site, who shall be responsible for the group members, visitors, and their actions during the time the facility is being used. The supervisor must be at least 21 years of age. For activities involving minor children (under age 18), the supervisor is responsible to stay until the last minor child has been picked up. **Children must be supervised at all times (this includes siblings or young visitors that accompany participants).**

DAMAGE TO PROPERTY

Facilities need to be left in the same condition they were provided. Groups are responsible for damage, vandalism, or loss to the space during their reserved time. Applicants are responsible for removing trash accumulated during the event. Failure to remove trash may result in additional charges. Groups will be charged fees related to removal of garbage, cleaning, or damages to property.

FOOD

No food or drinks are allowed in gymnasiums (exception for bottled water). Food is allowed in cafeterias. The use of the kitchen facilities for food preparation requires a District food service employee to be present for which a fee will be charged.

PARKING

All facility users are to use the school parking lots and avoid parking on adjacent streets in order to allow for emergency vehicles and neighborhood traffic. In addition, no parking in fire lanes or blocking other emergency access points. Care should be taken for children and other pedestrians in the parking area and all rules for prohibited activities extend to the parking lots. Applicants may be required to provide written plans of how they intend to address potential parking problems.

IMPROVEMENTS OR MODIFICATION TO SCHOOL BUILDING OR FIELDS

Grass removal, lining and chalking of fields, addition of top soil, removal of weeds, or chemical applications require written approval. Applicants must submit written plans to the Director of Community Services who will review the plans in consultation with appropriate Facility Operations Department staff and the building principal. Any capital improvements must follow the [District Capital Improvement request](#) process.

INCLEMENT WEATHER

If the school District closes operations of buildings and grounds due to inclement weather or any unsafe condition in school buildings or on school grounds, community use of District buildings will also be cancelled and fees will be refunded. We recommend you register for FlashAlerts, which provides school closure information via text, email, or via app: <http://www.flashalert.net/>. A complete list of District communication options can be found [here](#).

VISITOR CONDUCT

Disruptive visitors may be asked to leave District facilities. Visitors that have engaged in physical violence, harassment, loud, or disruptive speech or behavior, violation of a posted rule, board policy, facility use regulations, or illegal conduct may be asked to leave by designated District personnel. A direction to leave revokes any previous license to entry. ([See Policy KK](#))