

North Santiam School District

Code: **KG-AR(1)**
Revised/Reviewed: 3/18/85; 1/18/01; 6/23/11;
9/15/11; 2/19/15

Community Use of School Facilities/Grounds/Equipment Use of Buildings and Grounds for Nonschool Purposes

The Board feels that the facilities and property of the district are owned by district patrons and is of the opinion that the facilities should be used more than six or seven hours each day to justify the existence of the facility and the substantial cost thereof. Therefore, the district will provide the use of its facilities when it does not interference with the education and activity programs of the schools or the requirements for maintenance, operation, safety, and security of the physical plant and grounds. The community will be charged for the cost recovery for the use of such facilities as well as any required personnel services. The district reserves the right to refuse future use of NSSD facilities or grounds from any applicant or group who does not follow the rules and regulations as stated in this administrative rule.

GENERAL INFORMATION

Application

Application forms should be completed and finalized at least 15 school days in advance of a scheduled activity or event to ensure use of the facility. Community use of facilities shall be scheduled by the school or district building use coordinator and approved by the athletic director and/or building administrator or designee while school is in session (or by the superintendent or designee during summer and vacation periods).

Annual community events that take place on school grounds or within school buildings may be scheduled year to year through the district office with the approval of the building principal. All other events outside of school programs shall be scheduled no more than eight weeks prior to the planned event.

Applicants must be at least 21 years of age and there must be supervision by adults over the age of 21 at the event at all times.

Application approval shall not be construed as a lease. After the application has been approved, it becomes a contract with the applicant and the rights and privileges of such contract may not be transferred to any individual, group, or organization.

Facilities use and times indicated shall be limited to those specified on the application. It shall be the responsibility of the organization to see that unauthorized portions of the building are not disturbed and that the premises are vacated as scheduled. Groups using NSSD facilities and failing to abide by their application agreement will be denied future use of school facilities.

Prohibited Activities

All district policies for personal behavior must be followed by any group using school premises (e.g., drug and alcohol free, tobacco free, no illegal or disruptive activities).

Promotion of activities subversive to the laws of the United States or any subdivision thereof, or to overthrow the government of the United States, or supporting doctrines of violence, hatred, or discrimination are prohibited.

All requests for the use of school premises shall be denied or may be revoked where the proposed use is inconsistent with the proper and regular use of the facilities or where the purpose of the meeting is immoral, obnoxious or injurious. Disruptive, improper or destructive conduct shall also be grounds for denial or revocation of approval.

Guns, weapons or guard dogs are not allowed in any school building or on any school property without prior written permission from the superintendent or designee (governmental law enforcement officers are exempt; private security guards are not exempt, except those who are certified as armed security guards through the Department of Public Safety Standards and Training).

Specialized Facilities

Weight rooms have a high risk for potential injury or damage to property. Therefore, weight rooms are not available for use by the community. Regulations regarding the use of the auditorium (with adjacent areas) and pro-turf fields are addressed later in this administrative regulation.

ASB Equipment and Use

Equipment purchased with ASB funds may be available for a rental fee set by the ASB Executive Council. The ASB Advisor will assist in finding a student to operate the rental equipment at a set amount per hour. All rental fees will be deposited into the ASB General Fund. Students will be paid for their assistance at the time of service by the rental applicant.

Cancellations

The Board authorizes the superintendent or designee to cancel building use applications when it is apparent that such action is necessary for the best interests of the district. Whenever possible, the district will provide at least 72 hour notice if a group's approval to use a facility must be revoked. Should a facility be closed due to loss of utilities, inclement weather, and/or other considerations all scheduled school activities will be canceled. Every effort will be made to communicate said closure in a timely manner and all facility use fees will be returned if the school closure affects a scheduled community event.

Any cancellation by an applicant must be presented either in writing or by personal contact to the facilities director or building use coordinator at least 72 hours prior to the scheduled event for a full refund. The applicant will be charged a \$25 cancellation fee if they fail to notify the district of a cancellation at least 48 hours prior to the scheduled event. The applicant will be invoiced for all fees, including any personnel fees generated if the district is notified less than 24 hours prior to the cancellation of a scheduled event.

Security and Supervision

Compliance with fire prevention policies will be followed. The use of an open flame such as lighters, lighted matches, candles, etc. is forbidden. Exits and corridors must be clear of obstruction at all times. Exits are to be lighted when rooms are used. The maximum number of people permitted in the various buildings or facilities shall be restricted to any and all fire marshal requirements as posted.

It is the responsibility of the rental party to provide adequate supervision. Activities should be confined to the room or area approved for use. There is to be no wandering around the halls, running up and down stairs, playing on stages, etc. Supervision of minors is mandatory until all participants have vacated school property.

District personnel likely will be required whenever a large group or many children will assemble, or in other situations in which potential for harm to person or property is high. Security personnel will be required for all events taking place at the high school stadium. The district may determine that even a higher degree of supervision is needed and reserves the right to require certified security and/or law enforcement services at any event deemed necessary in its sole discretion. Disagreements regarding the level of supervision required may be appealed to the superintendent or designee.

Charges for supervision and/or extra security will be assessed based on the actual payroll cost as set forth in this administrative regulation. All personnel hired by the district to supervise will be paid through the district payroll department.

Garbage Disposal

When there is excess garbage generated from an event, such as at a football game, the group renting the facility will be charged the actual cost for its collection and removal by district personnel and the contracted agency.

Evening Hours

Evening use of facilities shall be concluded prior to 10:00 p.m. unless approved by the superintendent. Night time rental of the high school football field shall include the cost of lighting, grounds maintenance and security as needed. Custodial and field preparation services may be added for an additional fee if requested.

Insurance Requirements

Any organization sponsoring the use of facilities or grounds shall assume liability for any accidents that occur upon the grounds or the building during the times such facilities are in use under its direction. A certificate of liability insurance shall be provided by the approved user at least one business day prior to the event. Users may need to consider purchasing event insurance from an insurance carrier in order to meet this requirement. The certificate of insurance required will have the following minimum requirements:

1. The North Santiam School District will be named as an additional insured;

2. General Liability – minimum limit of coverage for bodily injury and property damage of \$1,000,000 each occurrence;
3. Excess Liability – \$500,000 each occurrence;
4. Claims – Made policies are not acceptable;
5. Indication that coverage is provided for damage to district property caused by the organization furnishing the Certificate and using the property; and
6. A 30-day prior written notice of cancellation clause.

CLASSIFICATIONS

CLASS I. School District Activities

The Class I fee schedule will be used for the following:

1. School-sponsored activities for students;
2. School -sponsored activities for parents;
3. School related groups and organizations;
4. Community organizations whose main purpose is to promote the welfare of the school and school programs or students. Parent-Teacher-Student associations or clubs, booster clubs and employee associations are illustrative of these groups;
5. Private schools within district boundaries.

CLASS II. Community Recreation and Education

The Class II fee schedule will be used for the following:

1. Adult education classes sponsored or sanctioned by the district;
2. City Park and Recreation sponsored programs;
3. Parent and/or community organization sponsored programs approved by the district for local youth such as: Youth Services, Scouts, 4-H, etc. scheduled during regular custodial hours;
4. Adult recreation groups scheduled during regular custodial hours;
5. County, city, state and federal agencies scheduled during regular custodial hours;
6. Local water boards, commissions, etc. scheduled during regular custodial hours;

7. Adult and/or student recreation groups – during the summer scheduled during regular custodial hours.
8. The following rules will apply to nonprofit summer activities (i.e., sports camps, music programs, drama) that are permitted to use NSSD facilities rental fees under Class II if the following is met:
 - a. No salary will be paid for staff or student helper by the organization;
 - b. Participant fees may be charged for actual expenses;
 - c. Any money collected beyond actual costs will revert to the district and shall be earmarked for a particular sport, activity or club;
 - d. The regular application and contract forms will be completed;
 - e. Students residing in the district will be given first priority.

CLASS III. Other

The Class III fee schedule will be used for the following:

1. Community organizations of a civic or service nature;
2. Church sponsored activities;
3. Church or funeral services;
4. Adult or youth education programs sponsored by local educational institutions;
5. Adult groups residing in the district;
6. Local profit or nonprofit organizations residing in the district;
7. Local nonprofit organizations collecting admission fees or cash donations (including church groups for activities other than church services), YMCA, Pop-Warner, etc.;
8. Out-of-district groups;
9. Profit making organizations;
10. Adult or youth education classes sponsored by profit making individuals or organizations (dance exercise classes, lectures, real estate classes, nondistrict or school-sponsored sports camps, music programs, drama);
11. Organizations making a profit on adult and youth education classes (except those sponsored or sanctioned by the district).

FEE SCHEDULE

Fee schedules shall be based on a cost recovery basis. All fees and/or deposits are to be paid in advance at the main district office before access is allowed. Personnel cost recovery fees will be charged to Class III applicants, as applicable, on top of any building use fees.

Facility Use Fees

Costs for needed custodial and kitchen staff services will be charged during times when personnel are not normally scheduled to work and will be based on the highest overtime rate in the current employee contract plus all additional payroll costs, known henceforth as cost recovery. These charges are in addition to the building use fee as listed in the schedule below. The fee schedule may be reviewed and revised as necessary.

Groups in Class III shall be charged for each daytime or evening use of school facilities based on the following cost recovery rates:

One Classroom	\$30 per hour (Teacher Approval Required)
Library/Multi-Purpose/Cafeteria	\$50 per hour
Gym	\$50 per hour (+ Locker Room and Score Boards)
Kitchen	\$50 per hour (+ Required Kitchen Personnel)
Auditorium Only	\$50 per hour (+ Required Drama Tech Personnel)
Auditorium and Green Room	\$80 per hour (+Required Drama Tech Personnel)
Technology Computer Lab	\$80 per hour (+ Required Technology Personnel)

Auditorium Rental

The rental of the auditorium for a drama or other type of production that includes the use of other drama areas (storage room, green room, scene production room, etc.) over a period of several days or weeks shall be negotiated based on the number of days of pre-production, rehearsals, and actual performances. District drama technology personnel shall be required in an effort to protect the district's investment of technology and drama equipment used by outside agencies. The applicant will be charged for personnel services based on cost recovery.

No food or drinks are allowed inside the auditorium during pre-production, rehearsals, or actual performances. The cleaning of the auditorium and adjacent spaces between and after the final performance of the production shall be assessed based on cost recovery. Any damage found during or directly after the production will be documented by district custodial/maintenance personnel. The applicant will be assessed for the actual cost of repairs or replacement needs plus custodial hours directly related to its use of the facilities.

Athletic Fields

Any Class I, II or III request for the use of athletic fields must first have the approval of the athletic director or designee for the building. Upon approval, most athletic fields are available at no charge for each request. The athletic director may cancel any field use approval if the condition of the field requested is in poor condition and should not be used.

Field lights may be requested for a fee of \$15 per hour. Additional rental of equipment or field prep services (i.e. scoreboard, public address system, field lining) may be provided upon request for a fee. Applicants will be charged for additional security and the dumping of trash cans and removal of trash by an outside agency if required.

Upon approval, applicants wishing to rent a Pro-Turf field will be charged a flat fee of \$150 per day. The superintendent or athletic director may waive this fee and accept other goods or services in lieu of payment that is equal to this amount.

Personnel Fees

Food Service – Groups cooking in any facility with a service kitchen will have at least one NSSD food service employee hired to oversee and cook/serve in the kitchen. Additional volunteers, who plan to help with cooking, will have a temporary food handler’s license or service permit from Marion or Linn County (as appropriate). Groups may use cafeterias to serve per-packed food (no hot food) in their original packaging without a food service employee present.

Custodians – Personnel fees are charged to the user when an activity occurs during times when a regular custodian not normally assigned, or if there is no custodian assigned to a specific building (during the summer). Fees are assessed beginning 30 minutes before the scheduled activity and end at the securing of the building.

Maintenance and/or Grounds – Personnel fees are charged to the user when stadium or field clean-up is necessary during or after the scheduled activity; for preparation of all fields; or when the transfer of equipment from one building to another is requested for an event.

Computer Technology Support – Personnel fees are assessed when technology support services are needed or a computer lab is rented.

Specialized Personnel – Personnel fees will be assessed when the auditorium is requested. All auditorium use requires planned supervision and assistance from a qualified drama technical assistant. Other personnel may be requested to assist with auditorium usage. Building security and custodial personnel may be required for events anticipating 300 or more patrons. Additional fees may be assessed when technical equipment is used or a user requests one of the following: stadium lights, scoreboard and public address system use, press box and/or support to operate media or technology equipment.

Stadium Supervisor – Personnel fees will be assessed for security for all events taking place at Stayton High School’s stadium.

Fee Waivers

Building use fees may be waived based on the classification of the organization or group as described within this policy.

Field use fees shall be waived for those applications that qualify as Class I. Building use fees shall be waived for those applications that qualify as Class I or Class II. No fee shall be charged for regularly scheduled personnel that are available on the day of the event in the building requested for Class I or II.

All personnel fees invoiced on the application will be changed to all classifications in advance of the event.

Upon written request, the business manager may consider requests for payment consideration or negotiate contracts for large volume, long term (i.e. gym use twice a week for six weeks), or commercial users. Any additional waiver requests must be presented to the superintendent in writing with a full explanation of the reason for the request.

Rental fees for equipment owned by any school ASB, and the associated personnel fees for its use, may not be waived without approval by vote of the school's ASB Executive Council.

Additional Regulations

School facilities and equipment are not available to individuals for personal use without prior approval of the superintendent. All users of NSSD facilities shall comply with all applicable laws and local ordinances, the guidelines set forth in policy, and the following rules and regulations:

1. Chairs are to be erected and stored by the group using the school facilities. If the applicant desires to leave this responsibility with the district, charges for custodial services will be assessed;
2. Groups using school facilities will be required to leave such facilities in the same condition of cleanliness as they are found. If the applicant desires to leave this responsibility with the district, charges for custodial services will be assessed;
3. Classrooms will not be used unless specifically requested by an administrator or the superintendent. If a classroom is used, the teacher will be notified ahead of time by the building use coordinator;
4. When a classroom is used:
 - a. Furniture will be returned to its original locations (chairs on top of desks if found that way);
 - b. Teacher/student writing will be left undisturbed on whiteboards/chalkboards; If there are vacant areas on whiteboards/chalkboards, these sections may be used, however they must be erased after the event;
 - c. Items on the teacher's desk and materials in the room shall be left untouched;
 - d. Tables shall be wiped off and waste paper placed in the proper receptacle; and
 - e. Windows and doors shall be secured upon leaving.
5. Equipment owned by the district and housed at the requested facility may be rented with prior written approval from the building administrator or designee. Equipment used by the maintenance department may not be rented. Equipment purchased with ASB funds must be rented through procedures outlined by their executive officers.
6. No decorations or application of materials to walls, ceilings or floors will be allowed without prior written approval;
7. When using a gym or multi-purpose room, appropriate (non-marking) gym shoes shall be worn, unless the floors have been covered with tarps;

8. Motor vehicles are not to be driven on fields or tracks without prior approval from the school administration;
9. The district assumes no responsibility for personal properties left on the premises;
10. Food and/or beverages are not allowed in the gyms or locker rooms without prior approval from the school administration. At no time shall food and/or beverages be allowed in the auditorium;
11. Kitchen areas may not be used without prior approval by the food service director or superintendent;
12. Food will not be prepared and served in any NSSD facility without proper food service handling certification.
13. Accidents can happen. If damage does occur, it shall be reported to the staff member on duty. Repairs for damage to school property resulting from outside group use will be charged to the person and/or organization signing the building use form and shall be based on satisfactory repair or replacement of the items.

Building Use by Staff

District employees who wish to schedule the use of district facilities must submit and follow the guidelines listed on Form #4-Special Building Usage.

Facility use fees and any cost recovery for the use of required district personnel shall be assessed to staff applying for the use of NSSD facilities or grounds.