

# Greater Albany School District 8J

Code: KG-AR(1)  
Adopted: 4/22/19  
Revised/Readopted: 8/22/22; 11/20/23  
Orig. Code: KG-AR(1)

## Facility Usage Rules and Procedures

### Policy Statement

The district cooperates with the community in providing use of the district facilities when possible, without 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 Facilities Department works in partnership with each school site to ensure our facilities are scheduled in advance to ensure the implementation of school and district programs are prioritized for implementation. This planning and partnership allows for limited interruptions to outside use. Periodically, last minute changes are needed to support the implementation of our programs, often due to weather or extended seasons. When changes occur, buildings will update schedules in the system at least two days in advance, to enable the Facilities Department to contact any community organization that may have reservations. If the change is less than two days in advance please call the Facilities Department as soon as possible. The district will enter internal scheduled events three months in advance.

### Application Procedure

The Facility Usage Rules and Procedure does not include additional forms, indemnification clauses or proposed contract changes. Any changes to the accepted application or event plan must be approved by the director of facilities prior to the event.

Groups or individuals wishing to use district facilities must complete a facility usage Request form, which may be obtained from either the district website or from the Facilities Department office on Grand Prairie Road. To assure reservations of the facility, applications shall be submitted to the Facilities Department far enough in advance to allow ample time to properly plan for the use of the facility, preferably 10 days before the date of use.

The facilities can be used only after the appropriate form has been completed. Proof of liability insurance in the amount of at least \$2,000,000 along with the facility usage Request form signed by the director of facilities must be on file in the Facilities Department office prior to usage of facilities. The group must maintain their insurability to the levels above throughout the term of the agreement and any extensions thereto. The group has an affirmative duty to provide the director of facilities with any notice they receive regarding the reduction, modification, or cancellation of the insurance policy within 24 hours of the group's receipt of such notice. If the entity wanting to use a facility does not have insurance coverage there is a Tenant User Liability Insurance Program (TULIP) which allows community groups and others to buy low-cost special event insurance to use district facilities. It is web-based and can be viewed at <https://gatherguard.com/>

Under special circumstances, the district may accept a waiver if insurance coverage is not available. It is the director of facilities' or the executive director of operations' responsibility to ascertain that the proposed activity:

1. Will not be harmful to the school facility;
2. Will not interrupt the school's programs;
3. Will appropriately fit into the building use calendar;
4. Will have adequate and appropriate supervision;
5. Will not cause or allow a breach in security.

### **Availability**

1. The district reserves the right to grant or deny permission for use of facilities at its sole discretion.
2. Use of district facilities for church, partisan, political or sectarian purposes may be granted; however, such approval in no way implies district endorsement or sponsorship of these activities.
3. Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.
4. Unauthorized use of the district facilities or failure to comply with the facility usage request or policy may result in cancellation of agreement or denial of any future use.
5. Nothing shall be sold, given, exhibited or displayed unless permission is granted.
6. Programs that serve the district's students will have priority over adult programs when scheduling facilities.
7. If admission is charged, the district charge for the use of the facility will be the standard fee plus 15 percent of the gross gate. Donations and pledges are not considered admission fees.

### **Cancellation**

Request for the cancellation of the agreement shall be made to the Facilities Department no later than two days preceding the scheduled use of the facility. A regular charge shall be made in accordance with the usage agreement for the facility engaged and not used unless such notice to cancel is given.

The Board authorizes the director of facilities or the executive director of operations to cancel building usage agreements when it is apparent that such action is necessary for the best interest of the district. Whenever possible, the district will provide at least a 48-hour cancellation notice if a group's approval to use the facilities must be revoked.

### **Supervision/District Staff Presence Required**

All groups using any facility will provide supervision. The director of facilities will determine the level and type of supervision required and may require that a district employee be present. A district staff

representative will likely be required whenever a large group or many minors will assemble, or other situations in which potential for harm to person or property is high. Disagreements regarding the level of supervision required that cannot be resolved between the requestor and the director of facilities should be appealed to the executive director of operations or the superintendent.

When district staff is required, either for supervision or for some other reason related to the proposed activity, the sponsoring group will be charged \$35 per hour for food service employees and \$45 per hour for all other employees (custodian, for example). All district employees who are hired by the district to supervise will be paid through the district payroll department.

The district reserves the right to require police supervision at any event the administration deems necessary and to charge the user the actual cost incurred by the district.

## **Security**

District keys and badges should not be shared or given to non-district employees without appropriate record keeping and accountability. The issuing of badges and keys will be done by the Facilities Department and will only occur once the user or organization has signed the Key and Badge Usage form provided by the Facilities Department. Keys must be returned at the end of each season or event as listed on the Key and Badge Usage form. Failure to return a key or badge will result in a fee of \$50 and may lead to future denial of future requests.

## **Safety, Liability and Care of Facilities**

Any organization sponsoring the use of the building or grounds shall assume liability for any accidents that occur upon the grounds or in the buildings during the times such facilities are in use under its direction. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless permission is granted. The use of school equipment is not included in the facility usage request and is prohibited unless permission is obtained and all electrical equipment and arrangements shall be controlled by the district or its representatives.

Representatives of the district must have free access to all rooms at all times. The building administrator, designated supervisor or the director of facilities has the right to stop any activity at any time if in their judgment there is a violation of the rules contained in this document, or if the activity is deemed to be hazardous to personnel, property, equipment or participants.

Any damages to district property as the result of the use (e.g., grounds, buildings, equipment) shall also be assumed by the sponsoring parties. If damages occur during the use of a facility, documentation must be provided by the supervisor detailing the date, time, location, nature of the damage and the responsible party. The principal and the Facilities Department should be notified as soon as practical and photos taken if possible.

Returning the facility to the condition it was prior to usage, including cleanup and the return of all keys is the responsibility of the user. Failure to comply will result in additional charges, including the cost of cleanup, repair, re-keying and possible denial of future facility use.

Halls are to be blocked off when school is not in session to control the usage of the facility.

If a group uses a facility and the doors are left open or unlocked then a fee of \$50 shall be assessed for each occurrence.

The maximum number of people permitted in the various buildings or facilities shall be restricted to the fire marshal requirements.

The district assumes no responsibility for properties left on the premises.

### **Specialized Facilities, Equipment & Usage**

#### **1. Gyms and Multipurpose Rooms**

Appropriate (non-marking) gym shoes are required for all participants involved in active sports and games. Use of school gymnasiums do not include the use of dressing rooms, showers or towels.

#### **2. Kitchens and Cafeterias**

- a. For activities that would not involve actual food preparation or operation of kitchen equipment, e.g., receptions, access to kitchen facilities will be allowed only under the supervision of an appropriate school employee whose responsibility would be to consult with the cook manager prior to the activity and to see that kitchen facilities are left as mutually agreed;
- b. For activities involving actual food preparation, regularly employed kitchen workers must be present. The actual number required depends upon the activity and must be determined by the manager cook and the nutrition services director.

#### **3. Weight Rooms**

Non-district use of weight rooms brings increased concern with regard to the potential of injury to person or damage to property. A district employee will be required to be present whenever a group is authorized to use a district weight room.

#### **4. Computer Labs**

- a. Non-district use of computer labs brings increased concern with regard to the potential of damage to property or theft. In most cases a district employee will be required to be present whenever a group is authorized to use a district computer lab. Under exceptional circumstances a group may be granted access without direct district supervision when the group can demonstrate that adequate supervision will be present at all times and appropriate training regarding the proper use of the computer equipment will be provided.
- b. The district electronic communication system has not been established as a public access service or a public forum. Commercial and/or inappropriate personal use of the district's system is strictly prohibited. Any non-district use of computer labs must also be approved by the district's technology director as type and scope of network access must be determined on a case-by-case basis.

#### **5. Playing Fields**

Organizations renting playing fields may be required to provide portable restrooms for participants. Failure to comply will result in denial of future use.

## **Group A- Groups Granted Free Use**

The following groups, organizations or activities will be granted free use of district facilities providing such use shall in no way interfere with or be detrimental to school functions. A charge will be made for the use of the facility when a district employee is required to be present or when extra heating, utility costs or cleanup are incurred beyond the normal operating hours.

1. Parent club meetings and activities;
2. After-school sponsored activities;
3. Wellness activities for district employees only;
4. Fundraising activities for educational, athletic or fine art purposes solely benefiting district programs;
5. Educational meetings or conferences which benefit the district and are sponsored by the LBL ESD, LBCC or the Oregon Board of Education;
6. Other groups or organizations may be added at the discretion of the executive director of operations or the superintendent.

## **Group B-Groups Granted a Reduced Rate**

Other groups or organizations may qualify for reduced rates. The determination of which groups qualify for the reduced rate shall be made by the executive director of operations or the superintendent.

A few of the factors considered in this decision are, but are not limited to:

1. Do only GAPS students benefit? If not, who is participating?
2. May all students participate (no student gets cut from the team)
3. Is the event open to the public?
4. Is an attendance fee charged? If so, how much?
5. Is a participation fee charged? If so, how much?
6. Is the group or organization a non-profit?

Organizations wishing to come to a long term usage agreement with the district should contact the Facilities Department. Other tangible benefits may be considered in place of facility use fees but must be approved and filed with the facilities department prior to the use of a district facility.

## **Specialized Instruction**

Individuals who provide individual instruction to enhance academic, athletic or fine arts achievement will be required to follow the facility usage application procedure and submit proof of liability insurance or a signed waiver of insurance. The director of facilities and building administrator must approve all

applications before any instruction can take place. In lieu of rental fee, the instructor shall pay 15 percent of whatever is charged to students.

### **Group C-Groups Expected to Pay Regular Rate**

The following groups, organizations or activities will be expected to pay regular rate, as prescribed by the district's fee schedule:

1. Schools other than those in the district;
2. Political organizations;
3. Commercial organizations;
4. Religious organizations;
5. Professional organizations;
6. Fraternal organizations;
7. Labor Unions;
8. Social groups;
9. Recreational groups not identified as a group granted a reduced rate or covered by a long-term usage agreement;
10. Fundraising activities where the net proceeds are identified and retained for the sole benefit of anyone other than GAPS programs.

### **Payment**

Payment, when required, for use of the district facility shall be made to the Facilities Department office within one week after the facility has been used, unless special arrangements have been made previously. Failure to pay will disqualify the group or user from further use of district facilities.

### **Discount for Volume Users**

Should an entity make a request in a single application for ten or more uses (same use, multiple dates) totaling \$10,000 or more in fees the entity will be entitled to a 5 percent discount (assuming the entire fee is paid for upfront). Should an entity make a request in a single application for 20 or more uses (same use, multiple dates) totaling \$20,000 or more in fees the entity will be entitled to a 10 percent discount (assuming the entire fee is paid for upfront). Groups granted a reduced rate for facility use are not eligible for this discount.

### **Contributions of Capital Improvements and Other Tangible Benefits**

The district will consider a partial reduction in facility usage fees in exchange for the contribution of specific capital improvements or similar tangible assets or benefits to district facilities by a user or user group.

Requests for such arrangements should be in the form of a written proposal and will be considered on a case by case basis by the director of facilities and the executive director of operations.

### **Rules of Conduct For Use of District Facilities**

1. Participants are not to enter the building until the time specified in the usage agreement;
2. All participants and accompanying audience are to remain in the agreed-upon area as described by the facility usage agreement;
3. The user is responsible for control of audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property;
4. Harassment of district personnel by members of the scheduled groups will be the basis for the cancellation of the facility usage agreement;
5. User complaints are to be reported to the director of facilities or the executive director of operations.
6. Use of tobacco is prohibited anywhere on school property, including in private vehicles;
7. Use, possession or sale of alcoholic beverages and illegal drugs is prohibited anywhere on school premises, including private vehicles.
8. Use of the facility shall be conducted in an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status or age.

### **Exceptions**

The superintendent or executive director of operations is authorized to make reasonable exceptions to the rules and regulations covering the community use of buildings.