Jefferson County School District 509J

Code: **KG-AR(1)**
Revised/Reviewed: 9/28/15; 7/23/18; 1/13/20
Orig. Code: KG-AR

Community Use of District Facilities

The district supports community use of district facilities when such uses do not interfere with district programs. The district has delegated the administrative management of its community building use to the operations department and district office. It is responsible for developing and maintaining the procedures, fees and guidelines for facility use, which are outlined in this administrative regulation.

The district, shall, subject to the terms of its policies, charge certain fees to off-set costs incurred by the district through community use of facilities, especially during nonschool hours and days. These costs may include, but are not limited to, utilities, personnel services, equipment and/or supplies.

In keeping with the requirements of federal and state law, the district strives to remove any vestige of discrimination in location and use of facilities (see policy AC - Nondiscrimination). The district will grant approval for community use in accordance with the procedures outlined below and without regard to race, religion, sex, sexual orientation, national origin, disability, marital status or age.

Employees of the district must follow the same registration and application approval process to use district facilities as would apply to any external user when the proposed use is not directly related to the performance of their regularly assigned duties. District personnel are not authorized to provide the use of additional space or equipment not included in an approved application.

Procedures and Conditions for Facility Use

1. Priority

   It is recognized that district facilities (i.e., buildings, grounds) are intended for the benefit of public education and that use by the community is an important, but secondary, function of the facilities; therefore, school use of facilities shall have priority over the community uses and shall pre-empt public and private use as necessary. (individual schools have priority over the use of their own facilities. In weighing competing requests, Class A use shall have priority over Class B use, Class B over Class C, Class C over D, and D over E. (In-season sports have priority over out-of-season sports.)

2. Youth Club Sports

   The district recognizes that youth club sports are an important part of the development of our athletics programs and are defined with a special classification within the Class B User Group.

3. Application

   Requests for facility use shall be made using the approved district application form and procedures and shall apply to the specific dates, locations and times stated on the application only. Application

is subject to approval of the operations department and/or district office. User application must be renewed annually for each school year, after July 1.

4. Coordination

   Facility use requested by sports groups or for tournaments or the use of tracks/stadiums requires coordination with the operations department and the athletic director. The use of Madras Performing Arts Center requires coordination with the district's director of performing arts.

5. Prior Approval

   The user must be registered and obtain an approved application for facility use on file prior to using the facility. Approved applications are not transferable. No organization or individual shall submit an application for another organization or individual.

6. Locker Rooms and Showers

   Locker rooms and showers are generally not available for outside users, but may be made available with approval of the operations department and athletic director. Under no circumstances will the shower and locker rooms be available to outside users when students are scheduled to be in the building.

7. Kitchen Use

   Users shall not operate cafeteria kitchens. If kitchens are necessary, they shall be contracted through the district nutrition services supervisor and staffed by district nutrition services personnel. The user will pay all personnel costs associated with kitchen use.

8. Equipment Rental

   Equipment rental will be considered on an as-available basis. No equipment will be rented for offsite use.

9. Hours and Days of Use

   District facilities will be available for community use during such hours and on such days as the operations department and/or district office designates.

10. Specialty Rooms

    Shops, laboratories, computer labs, home economics and art/craft rooms shall be available for rent only if a qualified instructor is responsible for the user activities.

11. Scheduling Advance Gym and Athletic Field Requests

    Requests to schedule the use of district gymnasiums and athletic fields are subject to administrative approval of the operations department and athletic director. District use of facilities takes priority over community use requests. Requests for gymnasiums and athletic fields will not be approved any sooner than four weeks before the beginning of any Oregon School Activities Association (OSAA) sports season.

12. Summer Requests

Facility use requests for June 1 through August 31 shall be made prior to May 15 as personnel charged with approving facility use requests may not be available during the summer schedule. Only certain facilities are available for summer use. Gymnasiums are not available during the summer.

13. Fund-raising Events

In accordance with Board policy IGDF - Student Fund-Raising Activities, any building use where students are raising funds through an outside agency or contracted activity must have prior approval by the superintendent or designee. Activities concerned with fundraising for charitable or other causes not relating to school activities require approval of the superintendent or designee.

Terms of Agreement

The district agrees to allow the use of the facilities described in the approved facility use request and said facilities will be in reasonable operating order.

1. Laws and Rules

The user shall observe all federal and state laws, as well as the Board policies, administrative regulations and school rules.

2. Revoking Privileges

Any violation of district policy, the terms and conditions for building/facility use and/or variance from the original type of use proposed on the application shall constitute grounds for revocation of permission to use district facilities at any time.

3. Hold Harmless and Liability Insurance

The user shall hold the district harmless for any malfunction, injury, liability or property damage incurred by the user, user group or its patrons using district facilities.

Outside users are required to carry liability insurance with a minimum amount of $1,000,000. Users must submit a Certificate of Liability Insurance naming Jefferson County School District 509-J as an additional insured.

4. Prompt Payment

The user shall promptly pay the costs incurred during use of the facility. Failure to make payment according to the requirements, outlined below in the Fees section of this administrative regulation, may result in denial of future building use.

5. Damages

The user is responsible for any damages incurred during use of the facilities and/or equipment.

6. Legal Compliance

   The user shall comply with all federal, state and municipal equal opportunity laws and regulations regarding discrimination.

7. Additional Fees

   The user shall leave the event area in the same condition as found or better, otherwise the user will be subjected to additional fees incurred by district for restoration. Event area(s) shall be inspected before and after use by district personnel.

8. Payment Refund

   The user shall provide a minimum of 48-hours' notice of event cancellation in order to qualify for payment refund. Events cancelled by the district (e.g., due to inclement weather) will automatically qualify for refund of payments. Payments will carry forward for rescheduled events.

General Guidelines for Use of Facilities

1. Unauthorized Substances

   Absolutely no tobacco, alcoholic beverages, marijuana, illegal drugs or weapons are permitted on district property or facilities.

2. Fire Safety

   No open flame is allowed under the provisions of Oregon State Fire and Safety Codes.

3. Decorations and Furniture

   Putting up decorations, scenery, moving pianos or moving other furniture is prohibited unless otherwise noted on the facility use agreement.

4. Electrical Equipment and Electrical Outlets

   All electrical equipment and arrangements for sources of electrical power shall be controlled by the district staff and must be noted in the facility use agreement. Fees may be charged for such use.

5. Classroom Materials

   All classroom materials, textbooks or desk contents are to be left undisturbed. District purchased classroom supplies shall not be used and doing so will subject user to cancellation of contract and future denial of facility use throughout the district.

6. Classroom Set-Up

   Desks and chairs are to be left in the order and position that they are found.

7. Windows and Lights

   Windows must be closed and lights turned off before exiting the room.

8. Cleaning Materials

   If a lab area (e.g., home economics, chemistry, industrial arts) is used, the area must be cleaned. Users may not use district cleaning supplies.

9. Repairs and Damages

   Repairs needed and/or damages are to be reported immediately to the custodian on duty.

10. Usage Availability

    Unless specially contracted and approved by the district, facility rentals will follow the school calendars with no activities allowed on days that school is not in session such as national holidays, conferences, Thanksgiving break, winter break and spring break, among others.

11. Hours of Use

    Facility rentals shall conclude no less than thirty (30) minutes prior to the end of the custodial swing-shift unless prior arrangements, including fees for service, have been made for custodial coverage.

12. Selling and Displaying of Items

    Nothing shall be sold, given, exhibited or displayed unless prior written permission is granted by the Superintendent or designee.

Athletic Field and Parking Lot Use Guidelines

1. Not Included

   Scheduling and rental fees do not include field grooming, field marking, electrical support, restroom facilities, trash removal or building access. These items may be requested through the application for facility use and are subject to separate charges outlined in the Facility Use Fee Schedule.

2. Portable Toilets

   School restrooms are not available for public use. User groups may be required to have portable toilets placed at fields they are renting. It is the responsibility of the user group to make arrangements for placement, payment and removal of these units. The user must contact the operations department to determine proper placement of portable toilets.

3. Cleanup

   It is the responsibility of the user group to clean the field, put away any equipment and remove all trash after each use. Failing to do so will subject the user group to custodial and trash removal charges as outlined in the Facility Use Fee Schedule.

4. Soccer Goals

   District soccer goals will not be moved without prior coordination with the operations department. Additional soccer goals will not be staked without on-site approval by the operations department.

5. Special Grounds Needs

   The operations department is to be contacted a minimum of 2 weeks prior to the use for any special needs or requests. This includes changing irrigation schedules, flagging and/or lining fields.

6. Contract Time

   All district facilities are used extensively by a wide variety of community groups and organizations. Users are to be respectful of other groups and only use the fields during the user's contracted time. Users are to abide by their contracted time for use and not arriver earlier or stay later than the hours stipulated in the contract.

7. Vehicles on Fields

   No vehicles will be allowed on district fields without prior approval of the operations department.

Auditorium Use Guidelines

1. Food and Drink

   No food or beverages are allowed inside the auditorium at any time.

2. Occupancy Capacities

   User shall follow the Fire Marshal's posting for occupancy capacity. Exceeding those limits is in direct violation of fire codes and may be cause for immediate evacuation and closure of the facility.

3. Contract Requests

   User must request all areas of use, specific needs and equipment on the application request form and shall be charged in accordance with the Facility Use Fee Schedule. If an area or item of equipment is not listed on the approved facility use contract, it will not be made available.

4. Rearranging of Equipment

   Users may not rearrange sound, lights, curtains or equipment on their own. Users must work with the auditorium manager or approved outside contractor.

5. Pianos

   Piano use must be noted on the approved facility use contract and the user group is responsible for having pianos tuned after their use. Permission to use pianos will be granted by the director of performing arts.

6. Lighting

Lighting, other than a stage wash, may require school personnel, student technicians or an approved outside contractor. Arrangements for lighting and gels must be made at the time of the rental request.

7. Sound

All sound requests must be made at the time of rental request and may require school personnel, student technicians or an approved outside contractor.

Gymnasium Use Guidelines

1. Food and Drink

No food or beverages are allowed inside gymnasiums at any time except for bottled water.

2. Contracted Time

All district facilities are used extensively by a wide variety of community groups and organizations. Users are to be respectful of other groups and only use the facilities during the user's contracted time. Users are to abide by their contracted time for use and not arriver earlier or stay later than the hours stipulated in the contract.

3. Initial Area Check

Upon arrival, users should check the restrooms and the gym area. Damaged or out-of-place items should be reported immediately to the building custodian.

4. Cleanup

At the conclusion, users shall assist the district custodians in general cleanup, including the removal of any flooring black marks and the return of equipment.

5. Areas of Use

Users are restricted to the areas approved in the facility use agreement and no others may be used.

6. Off Limit Items

Users must stay off tables, mats, climbing ropes, climbing walls, cages over fire bells, gym equipment and closed bleachers.

7. Hoop Height

Users may not alter the height of basketball hoops. Needed heights are to be requested at the time of facility application.

8. Restroom Use

Users must use the restrooms appropriately and leave them unsoiled, safe and ready for students and staff the next day. This includes trash removal and flushing any contents left in the toilets. Larger groups will be charged for restroom cleaning to ensure they are cleaned according to district sanitation standards.

9. Damages

Users are to immediately report anything broken, leaking or not working correctly to the supervising custodian. Any other items of concern should be discussed with the custodian before leaving the building.

10. Mat Usage

Mats on the walls are there for safety and may not be removed for any reason.

11. Throwing Objects

No objects, including playing balls, are to be thrown/kicked at the ceiling, lighting, windows, fire alarms or extinguisher covers.

12. Conduct

Users are responsible for the conduct of family and friends that are with any member of the group.

Bleacher Use Guidelines

1. Request for Use

Safety will be the prime factor in decisions on whether bleachers are to be used. Request for use must be made at the time of application. Bleachers can only be used if noted in the application agreement.

2. Set-up and Return

Bleachers are to be handled only by specifically trained district personnel. Bleachers shall be inspected for use prior to and at the conclusion of the event. Charges will be assessed to the user for any parts that must be replaced or repaired as a result of the bleacher use.

Fees

1. Fee Assessment

The district shall, subject to the terms of its policies, charge certain fees for the use of district facilities. The fees shall be uniformly administered. Fees for facility usage are itemized on the Facility Use Fee Schedule and shall be computed on a case-by-case basis. All fees shall be paid to Jefferson County School District 509-J. Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.

2. Donations

An organization may elect to make a donation to the district from the proceeds of their event or otherwise; however, that shall not be in lieu of the facility user's obligation for assessed facility use fees. Donations are to be submitted to the Board for approval using the district's designated form for such purposes.

3. Deposit Payments

New applicant users will be required to pay a deposit of 50 percent of estimated costs. All required deposits shall be due 30 working days in advance of the scheduled event. Checks shall be held by the district's business office until usage and shall be applied to actual charges. Failure to provide advance deposits as required shall invalidate Facility Use Application.

4. Payment Due Dates

Facility use fees are to be paid in full no later than 30 days after the event occurs.

5. Recurring Event Billing

Recurring monthly contracts shall be billed for the month prior to use with the amount due 30 days after issuance of invoice.

6. Equipment Rental

If the user requires the use of additional school furniture, equipment or services, a fee will be charged to cover such use and labor involved. All equipment rentals shall be subject to building approval at the discretion of the operations department. All equipment rentals must be arranged at the time of application for facility use. At the conclusion of the event, additional fees may be assessed to cover cleaning and repairs of equipment.

7. Staff Coverage

For liability purposes, a custodian may be required to be on the premises at all times during nonschool hours of use. At the discretion of the operations department or another staff member at that facility may be the district's representative for events that occur outside of normal custodial working hours. The user will be charged for the custodian(s) and/or district supervisor(s) as noted on the application agreement.

8. Auditorium Use

The use of the Madras Performing Arts Center auditorium requires a designated auditorium manager to be on site at all times, including during rehearsals, performance, set-up and tear-down.

9. Inclement Weather

When school is closed due to weather, all external building use activities are likewise considered cancelled and may be rescheduled subject to availability of event area. If the event is not rescheduled, the user will be refunded any payments previously made for the event.

10. Event Cancellation

A written cancellation must be received from the user within 48 hours in advance of the scheduled event in order to qualify for full refund of deposits and fees. Without prior notification, the user automatically forfeits deposits for processing fees.

11. Waivers

Requests for fee waivers or reduction of fees must be submitted in writing and are permitted only by prior written approval of the superintendent or designee.