

## Banks School District No. 13

Code: **KG**  
Adopted: 1/13/92; 7/10/00;  
3/12/01  
Readopted: 11/14/16  
Orig. Code(s): DFD, KG

### **Community Use of District Facilities**

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with district programs. In addition, it is important that such use not increase the cost of school operations through wear and tear, utilities, maintenance and cleaning. The superintendent will encourage the involvement of staff, parents and community in the development of guidelines for community use of district facilities. All such arrangements will be subject to the following provisions:

There will be categories of users defined. These categories are established for the purpose of determining priority of use and rental charges and other fees.

Permits for use of facilities will only be granted based upon written application and are valid for only one season. The application shall be in the form provided by the district and all pertinent information required by the district shall be contained in the application. The application shall be signed by the applicant. Where the applicant is a corporation or organization, the application shall be signed by an authorized legal representative of such organization and the person signing the application shall bear personal responsibility to the district for the accuracy of the information contained in the application.

A fee schedule shall be established and reviewed annually by the Board to ensure that costs of non-school building uses are fully covered. The fee schedule may be structured with different rates and charges for each category of authorized users. Fees are assessed on a per season basis.

A designated district staff member or custodian must be in the building at all times to accompany facility users of all types. This designee will be responsible for opening the building, monitoring the activities within the facility, cleaning as required and locking up the building after the use has been completed.

The district is accountable for the prudent maintenance and fiscal management of its facilities. Any party authorized to use district buildings and grounds shall be responsible for damage or theft resulting from that use.

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

- Such use is sponsored by some organization which is not operated for private gain;
- Such use will not benefit principally the organization operating for private gain;
- A worthy educational, civic or charitable purpose will be served;
- A substantial group in the community will benefit;
- Alternate facilities are unavailable or available only at undue cost or inconvenience;

Such use of school facilities by district employees will be discouraged.

The district reserves the right to grant or deny any and all facility use requests at its sole discretion when it deems such action to be in the best interest of the district.

## Banks School District No. 13

Code: **KG-AR**  
Adopted: 9/13/99; 7/10/00;  
10/9/00; 11/18/02;  
7/12/04

Readopted:  
Orig. Code(s): DFD-AR, KG-AR

### **Community Use of District Facilities**

Use of Banks School District facilities shall be in conformity with state statutes. Other than the restrictions imposed by law, district facilities shall be available for community use in accordance with the adopted policies of the Board.

Approval for use of district facilities does not constitute approval or endorsement by the district of the organization or group. The district is not responsible for words spoken or actions taken by organizations, groups or individuals during their use of the facilities.

#### **Priority and Cost of Use**

Use of school property shall be in the following order of priority, and fees will be established and updated each year by the Board based on category.

- CATEGORY 1: District activities or school sponsored groups (e.g. school clubs, school athletic and activity teams/organizations, employee associations, PTO and other support groups);
- CATEGORY 2: Local youth sports, service clubs, government agencies, colleges, universities and non-profit 501 (c) 3 organizations. (Proof of non-profit status is required). Use of facilities by qualified non-profit organizations for meetings, philanthropic gatherings, and other purposes closely aligned with the purpose of the non-profit status of the organization;
- CATEGORY 3: Adult recreation, private interest (e.g. receptions, conventions, social clubs, etc.);
- CATEGORY 4: For profit organizations, including companies or other groups making presentations, holding classes, or providing customers with information and services for which the customer pays (e.g. groups selling goods or services, athletic classes and events, enrichment classes and activities, seminars, etc.);
- CATEGORY 5: District special use agreements including individually negotiated contracts for use of district facilities on an ongoing or long term basis (e.g. after school daycare programs, etc.).

### **Prohibited Activities**

Lack of regulations and supervision often results in misuse, damages and safety hazards. As a result, it is necessary that the following activities be prohibited in all forms on all district-owned property:

1. The use of any form of tobacco or tobacco-related products;
2. The use of alcohol in any form on school property;
3. Operation and/or racing of automobiles, motorcycles, motor bikes, go-carts, or other such vehicles;
4. Operation of power driven model airplanes, drones, or other mechanical devices for practice, amusement or exhibition (except as approved by administration e.g. Lego Robotics);
5. Horseback riding;
6. Golf practice;
7. Archery practice;
8. Wearing of street shoes in gymnasium for recreational purposes;
9. The use of all roller devices (roller shoes, skateboards, scooters, etc.)

### **Limitations on Use**

Unauthorized use of district property, including overnight stays, is prohibited.

All vehicles on school property are subject to the traffic laws of the state of Oregon, county, city, and those rules adopted by the Board.

The Board reserves the right to refuse use of school property to persons and groups whose previous use of the property resulted in abuse of district facilities and equipment.

Persons or groups using school property shall be responsible for any damages caused to grounds, facilities or equipment.

### **Applications for Use**

Requests for the use of any school building or facility of the district shall be made on the "Banks School District Facility Use Application" form. All applications shall be completed and submitted to the appropriate school office **at least 5 school days prior to the date of use requested.** The superintendent/designee shall determine the groups' category, fees to be charged, and have final approval for the use of buildings and facilities in keeping with policy and these regulations. Requests for cancellation should be made at the earliest possible date by notifying the district office.

### **Hours of Usage**

Business hours are defined as School Days from 7:30 am to 4:00 pm. Hours available for actual use of school facilities on school days is from 4:00 pm to 11:00 pm. The facilities are available at other times and on weekends depending on the availability of school staff and custodial services.

### **Periods of Authorized Use**

Approval for using district facilities will be granted for the following periods (seasons): September - December (Fall), January - March (Winter), April - June (Spring), and July - August (Summer). Requests will only be approved for the designated time period (season) and must be resubmitted if the user desires continued usage.

### **Keys**

Keys or electronic cards will be assigned to the person completing the Facility Use Request. These are not to be shared with anyone not designated on the Facility Use Request. A \$75 fee will be billed for any key not returned by due date.

### **Payment**

All fees will be billed after usage and are due within 30 days of billing. The district reserves the right to refuse facility use to groups or organizations who do not settle their billings within 30 days.

### **Supervision and Use of Building and Facilities**

The applicant will be responsible for the supervision of all persons attending the activity/event at all times. The maximum number of people permitted in the various facilities shall be restricted to the seating capacity or by fire codes. Groups must confine their activities to that part of the building or facility for which the application was approved.

### **Presence of District Staff**

When district facilities are used during regularly scheduled custodian hours (Monday-Friday 7 am – 11 pm) an additional custodian will not be required unless, due to the nature of the activity/event, it is deemed necessary by the district. When district facilities are used during the hours when a custodian is not regularly scheduled, a custodian will be assigned duty and the organization will be responsible for reimbursing the district for all salary and benefit costs incurred. There is a 2 hour minimum for custodian time. The district reserves sole authority to determine custodial needs and may, at the districts discretion, require additional custodians or waive custodians.

### **Use of School Equipment**

School equipment may not be removed from the school premise. All school equipment and furniture, including pianos, shall be used only with the approval of the building principal.

### **Use of Food Service Facilities**

If the permitted user requires the use of the kitchen, a food service worker will be assigned the task of supervising the kitchen, with the organization responsible for the cost. All applicable health regulations will be strictly enforced. There will be no food prepared in another location and brought into the school kitchen. Store bought, prepackaged foods may be used, or food may be prepared in the school kitchen under the supervision of the food service workers. The food service contact information is contained in the application. Absolutely no access to these areas is allowed without prior approval.

### **Parking**

Vehicles are prohibited from parking on playgrounds and athletic fields. The sponsoring organization is responsible to keep vehicles in the designated parking areas.

### **Damage to District Property**

Each organization or group using a school facility shall agree to restore the facility to its original condition or replace any property damaged as a result of such use. The Superintendent shall be the sole judge of damage to the district's property.

### **Liability Insurance**

Organizations, businesses, and other groups requesting use of district facilities must provide proof of insurance. Liability insurance is required in the minimum amount of \$1,000,000 as a condition for the issuance of any permit. Such insurance shall name the Banks School District #13 as additional insured. A Certificate of Insurance shall be provided to the district prior to the issuance of the permit for facilities use. Groups using district facilities or grounds for athletic/sporting events must also verify liability coverage applies to spectators and provide verification of participant accident coverage. Groups involving youth must also provide verification of abuse/molestation liability coverage.