

Oregon Trail School District 46

Code: **KG-AR (1)**

Adopted: 5/29/12

Readopted: 9/13/04, 5/12/97; 5/9/11;
5/13/19

Orig. Code(s): KG-AR

Community Use of District Facilities and Grounds

General Rule

1. Community Use - The district will permit community organizations and groups to use school facilities/grounds for worthwhile activities and purposes. Such use shall not interfere with scheduled school programs or events and shall be supported in part by the payment of fees levied by the district to defray costs of utilities, maintenance and supervision.
2. Long Term Lease Agreement - Utilization of school facilities/grounds that will be consistent or require a regular assignment of specified facilities (i.e., continuing education or alternative education program use) will not be governed by this policy, but will be governed by a Lease Agreement that is initiated with the school administrator and approved by the Superintendent or designee. The Lease Agreement will stipulate the period of use, the facilities that will be used, any special services that will be provided and the fees that will be charged for such use and provisions. The district facilities office will coordinate the availability/scheduling of facilities as part of the Lease Agreement.

Facility Use Applications and Agreements

All parties wishing to use district facilities/grounds shall utilize the district's online reservation system and gain necessary approval prior to use. Application/agreements are administered by building and district administration, and shall include, among other items:

- a. Dates of use, participants, and description of activity;
- b. Agreement to follow district policy KG-and KG-AR including fee schedule and school rules and regulations for use of the district facilities/grounds;
- c. Agreement of responsibility to observe district policies and regulations, school rules, and the general conduct of all participants in the activity; and
- d. Agreement of responsibility for any damages that occur due to negligence and indemnifies and holds harmless the district from any and all claims, losses or damages arising from use of the school facilities/grounds.

Note: See sections, Care of School Property, Prohibited Activities and Use of Gymnasiums.

Supervision

1. Adequate supervision, as determined by approving administrators, shall be required for all use of district facilities/grounds.

2. Building administration may require additional general supervision for community activities that are approved under these guidelines. Costs of such supervision will be the responsibility of the user.
3. Minimum supervision in a building shall require that a designated school employee be in proximity to monitor use throughout the event or activity period.

Cancellations

1. The district shall reserve the right to cancel agreements at any time when such action is necessary for the best interest of the district.
2. Facility/Grounds Use Agreement/Lease holders are required to give building administration at least a 7 day notice of any cancellation for use of the district's facilities/grounds, unless cancellation is due to inclement weather or district imposed cancellation. Contact for such cancellation shall be with the facilities department office.
3. Any assessed facilities/grounds use fees are non-refundable unless cancelled within the 7 day notification period. Failure to pay assessed fees could result in loss of facilities/grounds use privileges.

Special Service Requirements

1. Kitchen - If general use of the kitchen is required or if meals are to be prepared in the kitchen, a member of the kitchen staff must be present during the scheduled period of use. At least one week prior to use of any school kitchen, user must contact the nutrition services office for specific instructions.
2. Auditorium/Gymnasium/Multi-Purpose Rooms: Special equipment for these areas shall be operated only by technicians approved by building administration.
3. Vehicles - District vehicles shall only be driven by employees approved by district administration.

Fees

1. The district shall use a fee schedule for facilities/grounds rental and service charges. Fees are due within 30 days of invoice date.
2. Charges assessed by the district shall be based on the classification of the group (see policy KG). Consideration will be given to groups that are formed for the exclusive purpose of providing direct benefit to district students. (See Fee Schedule for District Facility Use, for detailed rental and service charges.)
3. If additional supervision becomes necessary, or if custodial services are needed after the activity to restore the facility to its previous condition, the renting party will be charged for the applicable staff time.

Care of School Property

1. The district reserves the right to refuse use of district facilities/grounds to persons and groups whose previous use of the facilities/grounds resulted in abuse of district property or from non-payment of fees.
2. Persons or groups using district facilities/grounds will be responsible for any damages and/or theft caused to the facilities/grounds, for removal of any litter, and for securing the facilities/grounds.
3. Equipment and furniture shall be used and/or moved only with the prior approval of the principal or designee.

Prohibited Activities on School-Owned Property

1. Administration will safeguard the district facilities/grounds against hazardous and nuisance activities. In so doing, a list of rules and regulations governing use of district facilities/grounds shall be provided, along with a notice of the fee schedule as a condition of use.
2. Activities prohibited on district property, **unless approved by district administration**, include, but are not limited to, the following:
 - a. Tobacco, vaping, alcohol or illegal drug use of any kind;
 - b. Domestic animals, except service animals;
 - c. Weapons of any kind, including all firearms and sharp objects;
 - d. Archery practice (other than school curricular activities);
 - e. Golf practice (other than school curricular activities);
 - f. Operation/Racing of any form of motor vehicle;
 - g. Operation of hobby craft (power-driven model airplanes, drones, cars, etc.);
 - h. Horseback riding;
 - i. Rocket launching (other than school curricular activities);
 - j. Skateboarding/Rollerblading; and
 - k. Use of equipment, such as telephone system, to advocate yes or no votes on bond issues, levies, statewide measures, or any other political activism.
 - l. Bring in third party vendors without submitting a list of potential participants to facilities administration for approval;
 - m. The use of metal cleats on artificial turf;
 - n. Food on the artificial turf, stands and dugouts, including gum and sunflower seeds;
 - o. The use of power equipment such as chainsaws, weed-eaters, lawn mowers, without explicit written pre-approval from facilities administration.
3. All vehicle use on school property is subject to traffic laws of the state, county and city government and to rules adopted by the Board.
4. The maximum number of people permitted in any district/school facility shall be restricted to the capacity designated by the Fire Marshall.

Use of Gymnasiums/Auditoriums/Multi-Purpose Rooms

1. Wall posters/tape are NOT allowed on walls unless approved by activities office/principal. Only blue painters tape is to be used on walls. Additionally, tape is NOT allowed on the floors without prior approval from facilities administration.
2. Shoes worn in any district gym must be non-marking athletic/gym shoes.
3. Use of district equipment must be pre-approved by the school administration and all equipment must be returned to place of origin in neat, orderly manner.
4. Adequate adult supervision is required for all children/youth up to age 21 at all times inside a school building.
5. Cleats or spiked shoes of any kind are NOT permitted to be worn inside any school building.
6. High school weight room is not available for use.
7. No hard softball or baseballs are to be used inside a school building, even if inside a batting cage. Wiffle balls, tennis balls, or pitching machine dimpled balls are to be used for batting practice in any district school/gym, unless inside gym a batting cage where protective floor pads are provided.

Oregon Trail School District

Classifications of Organizations for Facility and Grounds Use

Effective July 1, 2019

Facility/Grounds use, priority and fees are based on the following classifications:

Class 1 – School-Sponsored Activity

Student athletics and activities that are sponsored/sanctioned by the district during the school year and covered under the district’s insurance policy. (During the school year)

Class 2 – School-Related Activity

Any groups or activities specifically organized to work cooperatively with and in the schools (e.g. PTC, Boosters, Education Foundation).

Class 3 – Not-for-Profit Youth In-District

Not-for-profit youth sports, recreation and education activities conducted by tax-exempt groups. Groups must be established within the district boundaries or be a local (OTSD boundaries) affiliate to a broader organization.

Priority will be given to those groups serving the greatest number of youth residing within OTSD boundaries.

NOTE: Excludes tournament and special events which are treated as Class 4

Class 4 - Not-for-Profit Adult or Mixed-Age (youth & adult) In-District

Not-for-profit adult or mixed-age activities conducted by tax-exempt groups for recreational, educational, civic or charitable functions. Groups or individuals must be established within the district boundaries or be a local (OTSD boundaries) affiliate to a broader organization.

NOTE: Not-for-profit youth tournaments and special events are treated as Class 4.

Class 5 – For-Profit or Groups Outside the District

Use by for-profit or outside groups must have special permission from the principal, superintendent or designee.

Notes:

All OTSD use may be subject to custodial fees and/or other staffing charges. Failure to remit payment or adhere to any district policies and/or facilities/grounds use regulations may result in loss of use privileges at the discretion of the district.

No indoor facility use shall be permitted on any legal holidays or breaks and in-service days (Classes 2, 3, 4 and 5) during the academic school year.

Oregon Trail School District Facility and Grounds Use Fee Schedule

Effective July 1, 2019

All Facilities	Class 1	Class 2	Class 3	Class 4	Class 5
Processing fee per request	\$0	\$0.00	\$20 Per organization, per season, per location	\$20 Per organization, per season, per location	\$20 Per organization, per season, per location
Custodian (required where district staff is not a user supervising activity). Site monitor/Custodian will be responsible for opening the facility, cleaning after the event and securing the facility after participants have left).	\$0	\$25/hr straight, \$37/hr OT	\$25/hr straight, \$37/hr OT	\$25/hr straight, \$37/hr OT	\$25/hr straight, \$37/hr OT
Food Service Worker	\$0	\$23 hr. 29/hr. OT	\$23 hr. 29/hr. OT	\$23 hr. 29/hr. OT	\$23 hr. 29/hr. OT
Auditorium Assistant	\$0	\$17 hr.	\$17 hr.	\$17 hr.	\$17 hr.
Field Use Access Card	\$0	\$10 per card per season \$10 additional lost card fee	\$10 per card per season \$10 additional lost card fee	\$10 per card per season \$10 additional lost card fee	\$10 per card per season \$10 additional lost card fee
PTC Monthly Meeting Use (excluded special events)		\$35 per year			
Elementary and Middle Schools	Class 1	Class 2	Class 3	Class 4	Class 5

Facility and Grounds Use Fee Schedule
Effective July 1, 2019

Classroom or Library	\$0	\$1 hr.	\$2 hr.	\$8 hr.	\$15 hr.
Cafeteria, Commons or Multipurpose	\$0	\$2.50 hr.	\$5 hr.	\$15 hr.	\$40 hr.
Kitchen (*food service worker required) Price Per Hour	\$0	\$5 hr.	\$10 hr.	\$25 hr.	\$50 hr.
Gymnasium - B Non-league use (Excluding Cedar Ridge Middle School)	\$0	\$2.50	\$10 hr.	\$15 hr.	\$40 hr.
Gymnasium - A Non-league use, Cedar Ridge	\$0	\$5 hr.	\$15 hr.	\$25 hr.	\$50 hr.
Gymnasium - Youth sports leagues use			\$7/participant + \$3.50/hr		
Athletic Field (grass) - Non-league	\$0 hr.	\$5 hr.	\$7.50	\$15.00	\$20.00
Athletic Field (grass) -Youth sports league use			\$7/participant		
Parking lot	\$0 hr.	\$0 hr.	\$0 hr.	\$0 hr.	\$15 hr.

Sandy High School	Class 1	Class 2	Class 3	Class 4	Class 5
Classroom	\$0 hr.	\$2 hr.	\$8 hr.	\$15 hr.	\$20 hr.
Conference Room	\$0 hr.	\$2 hr.	\$4 hr.	\$10 hr.	\$20 hr.
Media Center	\$0 hr.	\$5 hr.	\$10 hr.	\$25 hr.	\$50 hr.
Board/Lecture Hall	\$0 hr.	\$5 hr.	\$10 hr.	\$25 hr.	\$50 hr.
Cafeteria or Commons	\$0 hr.	\$5 hr.	\$20 hr.	\$35 hr.	\$75 hr.
Kitchen (food service worker required at additional cost)	\$0 hr.	\$5 hr.	\$20 hr.	\$35 hr.	\$75 hr.
Parking Lot (Restrooms not included)	\$0 hr.	\$0 hr. +\$5 hr. w/lights	\$0 hr. +\$5 hr. w/lights	\$0 hr. +\$5 hr. w/lights	\$30 hr. +\$5 hr. w/lights
Wrestling or Aerobics Room	\$0 hr.	\$5 hr.	\$15 hr.	\$25 hr.	\$50 hr.
Upper Gym	\$0 hr.	\$5 hr.	\$15 hr.	\$25 hr.	\$50 hr.
Main Gym	\$0 hr.	\$7.50 hr.	\$25 hr.	\$50 hr.	\$75 hr.
Tennis Court	\$0 hr.	\$5 hr.	\$10 hr.	\$20 hr.	\$40 hr.
Bluff Multipurpose Grass Field - Non-league	\$0 hr.	\$5 hr.	\$7.50 hr.	\$15 hr.	\$20 hr.
Bluff Multipurpose Field -Youth sports leagues			\$7/participant		
Varsity Baseball, Softball, Upper Soccer Fields (Restrooms Included)	\$0 hr.	\$15 hr.	\$25 hr.	\$75 hr.	\$125 hr.
Nature Trails - Organized events only	\$0 hr.	\$5 hr.	\$10 hr.	\$15 hr.	\$20 hr.
JV Baseball and Softball Fields (Restrooms Included)	\$0 hr.	\$15 hr.	\$25 hr.	\$75 hr.	\$125 hr.
Stadium, Field, Track (Restrooms included)	\$0 hr.	\$15 hr.	\$25 hr.	\$75 hr.	\$125 hr.
Restroom only - Stadium, Field, Track	\$0 hr.	\$5 hr.	\$10 hr.	\$20 hr.	\$40 hr.
Field Lights (per field)	\$0 hr.	\$15 hr.	\$15 hr.	\$15 hr.	\$15 hr.
Concession Areas	\$0 hr.	\$5 hr.	\$10 hr.	\$15 hr.	\$25 hr.
Auditorium (*staff required to run lights, sound and curtains at additional cost)	\$0.00	\$100 hr.	\$125 hr.	\$150/hr.	\$200 hr.

Fee revenue shall be designated for budget purposes as follows:

- Kitchen fees to the Food Service Fund
- Other staff fees to the General Fund
- All other fees to the Facility Improvement Fund