

Lincoln County School District

Code: **KG-AR**
Adopted: 8/9/00
Revised/Readopted: 7/9/02
Revised: 2/25/03
Orig. Code(s): R/R1330

Use of District Facilities

Processing Facility Requests and Governance of Building Usage

1. Applications and Approval
 - a. All applications must be submitted to the building principal's office except during the summer recess when no principal is available. The application approval process will be determined by the respective site principal. Said process must incorporate district forms and protocol. Summer recess applications will be approved by the appropriate director. Forms may be obtained from the building principal or the district office and must be completed in triplicate. (Use form AD03, Revised 02/01.)
 - b. Applications denied or cancelled may be appealed by the applicant, principal or Local School Committee to the superintendent or designee. If denied at the appeal level, the decision may be appealed in writing to the Board.
 - c. In all cases, requests from district school groups shall take precedence in the scheduling of district facilities. In the event of nonschool conflicting demands, the order of classification shall be the determining factor. However, applications already approved will be honored in the order approved.
 - d. A district/building employee may be required to be in the building for the duration of any activity involving district facilities. Employee charges must be paid in addition to rental fees. The district employee(s) in the building before or after school must perform a supervisory role and may be held accountable for any damage or noncompliance with district rules and policies. A district-approved building or district kitchen employee must be on duty during the use of a school's kitchen, and the assigned teacher must be on duty when art or culinary arts facility(ies) is (are) in use.
2. Rules Governing Facilities Usage
 - a. The use of district facilities, equipment, and/or materials must have the principal's pre-approval and/or appropriate director's pre-approval on the appropriate form(s).
 - b. No decorations or application of materials to walls, ceilings, or floors will be allowed without prior approval.
 - c. Profane language, possession of, or use of intoxicating liquor, use of illegal drugs, smoking, inappropriate music and/or inappropriate conduct shall not be permitted and may lead to immediate forfeiture of district facility use privileges, including forfeiture of deposit.
 - d. Gym shoes that have clean nonmarking soles shall be required for all activity-type games or exercises.
 - e. Folding chairs and tables are to be erected and stored by adults representing the group using the school facility, unless special arrangements are made with and approved by the site's principal. There is a rental fee for each district folding chair and table used. The district shall

- be held harmless for any injury sustained in erecting or storing chairs and tables.
- f. Groups using school facilities are required to leave facilities in the same condition they are found. The building principal or designee will complete and have the renter sign a building/room condition form prior to the group using the facility. If the group desires to leave the facility in a condition other than initially rented, or there is damage to the facility, the district will retain the deposit fee and assess any additional charges for parts or replacement, including labor not covered by the deposit fees.
 - g. Facility use shall be limited to those times approved on the application and the appropriate agreement, if applicable.
 - h. Application approval shall not be construed as a lease and the appropriate Director or building administrator may revoke the application at any time prior to the use date.
 - i. An applicant using district facilities and failing to abide by the application agreement may be denied future use of school facilities.
 - j. Applicants using district facilities four or more times in a given academic year may negotiate a Multiple Use Agreement.
 - k. Agencies that allow the district to use their facilities are to enter into a Cooperative Use Agreement.
 - l. Applicants must have primary liability insurance coverage in excess of \$1,000,000 to \$5,000,000 as required by the district, naming LCSD as co-insured and/or hold the district harmless for all accidents. The option determined by the appropriate director.
 - m. Additional rules governing the use of the facility, as deemed by the school administration, may be stipulated that are not specifically stated in this administrative regulation.
 - n. District facilities may not be available for nondistrict use from the second week in August through the first two weeks of school and may not be available during winter and spring recess.
 - o. All facility deposits and fees must be paid in advance of the actual approved use date.
 - p. Deposits and fees are to be paid by separate checks. No cash is accepted.
 - q. The fee schedule is reviewed in June - July and posted in August.

3. Rules Governing Fees Collected

- a. All facility deposits and fees collected by the buildings are to be submitted to fiscal services on a quarterly basis and will be credited to a Special Building - Facility Reserve Account after utility and material costs have been debited. Said account is to be comprised of individual line entries for each site.
- b. Facility fees, deposits and charges may be used by individual sites to repair and maintain facility and equipment as well as purchase equipment that will improve the facility or equipment that is made available to community groups for rental in the facility. Approval for expenditures in said account to be approved by appropriate principal.
- c. After applicable charges have been debited, 50 percent of any facility use fee remaining will be credited to a Special District Facility and Maintenance Reserve Account. This portion of the rental fees is to be used to repair and replace district-wide chairs and tables that are used in each of the buildings and any district-wide audiovisual equipment that is rented.

Summer Use of District Buildings and Equipment

1. Community Groups
 - a. Subject to 2.n. above, building administrators may approve requests for summer use of buildings, grounds, and equipment prior to the summer recess and make appropriate arrangements with the custodian to open and close the building.
 - b. Requests for building use after building administrators are off duty are to be submitted to and approved by the appropriate director, who will make necessary arrangements with the custodian to open and close the building, subject to 2.n. above.
 - c. Each community group must leave the facility in the same condition as found prior to the activity or a cleaning fee will be assessed. Failure to pay the assessed fee will result in a forfeiture of district facilities use privileges for the community group and individuals associated with the group.

2. Nonprofit District Summer Student Activities (sports camps, music programs, drama, etc.)
 - a. No salary will be paid for staff or student helper(s).
 - b. Participant fees may be charged for actual expenses only. Any participation fees collected beyond actual costs will be reimbursed on a prorated basis to the participants.
 - c. The sponsoring school's principal or designee will maintain records. These records are subject to district audit for revenue and appropriate expenses and allocation.
 - d. District application and contract forms will be completed and must be approved prior to the activity taking place.
 - e. Only students residing in Lincoln County may participate.
 - f. Each program is responsible for cleaning the facility and grounds used and paying for any repairs beyond normal wear and tear. If facility and maintenance personnel clean the facility or grounds, the program will be charged for the total labor and equipment costs.

Classification of Eligible Organizations

The following classification criteria are to be followed in determining eligibility for use of all facilities and equipment and appropriate fees. Each class is listed in order of priority.

1. Class I. Lincoln County School District Activities
 - a. District-sponsored activities for students.
 - b. School-sponsored activities for students.
 - c. District-sponsored activities for parents/constituents.
 - d. School-sponsored activities for parents/constituents.
 - e. District-related groups and organizations (sponsored by a respective school).
 - f. Other public agencies with an Interagency Agreement.

2. Class II. Community Recreational and Educational Programs

An Interagency Agreement must be on file prior to using facility and/or equipment. The organization must elect an hourly or seasonal facility use rate. Equipment is rented per time used.

- a. Parent and/or community organization-sponsored programs approved by the district for youth (Youth League, basketball, Kid's Wrestling, Scouts, 4-H, AAU, summer activities, after-school program, etc.).
- b. Adult education classes sponsored by an Oregon community college or university.
- c. City Park and Recreation programs.
- d. Adult Athletic Leagues (Team Practice, Slow-Break, Co-Ed Volley Ball, Rat-Ball, etc.).

3. Class III. Civic and Service Use

- a. County, city, state, federal, and foreign agencies.
- b. Lincoln County community organizations of a civic or service nature.
- c. Registered church-sponsored activities where fees or donations are not collected.
- d. Church services.
- e. Local government agencies, such as water boards, commissions, etc.
- f. Local nonprofit registered organizations based in Lincoln County if no fees are charged to participants beyond rental costs.
- g. Out of district public school organizations.

4. Class IV. Miscellaneous (nonprofit, non-district, for-profit education/motivational classes, private interest groups)

An approved Facility Use Agreement is required prior to using facility(ies). A filing fee and deposit will be required with the application form (deposit is refundable if denied).

- a. Local nonprofit organizations collecting admission fees or donations (including church groups for activities other than church services).
- b. Out-of-district groups collecting admission fees or donations.
- c. For-profit organizations.
- d. Adult or youth organizations classes sponsored by profit-making individuals or organizations (dance exercise classes, lectures, real estate classes, summer activities, i.e., sports camps, music programs, drama, etc.).
- e. State, federal and foreign agencies collecting admission fees or donations.
- f. Organizations charging admission or making a profit.

Fee Schedule (Superintendent may waive fee(s))

- 1. Class I. No fee. Participants will be held accountable for any damage beyond normal wear and tear and opening and closing charge if facility is used while custodian is not on duty.

- 2. Class II. A \$100 security deposit/cleaning deposit, and the choice of either of the following hourly or seasonal rates (season does not exceed four months). A \$100 security deposit must be maintained. Special set-up fees are in addition to set rates:

Class II Hourly and Seasonal Rates

Elementary Schools	Hourly	Seasonal
Classroom	\$1.00	\$30.00
Multipurpose	4.00	75.00
Gymnasium	5.00	100.00
Kitchen	5.00 + employee charges	
Culinary Arts Classroom	1.00 + employee charges	
Play Field	2.00	100.00
Middle Schools	Hourly	Seasonal
Classroom	\$1.00	\$30.00
Multipurpose	4.00	100.00
Gymnasium (small)	5.00	125.00
Gymnasium (large)	5.50	175.00
Kitchen	5.00 + employee charges	
Culinary Arts Classroom	1.00 + employee charges	
Play Field	3.00	200.00
High Schools	Hourly	Seasonal
Classroom	\$1.00	\$30.00
Multipurpose	4.00	100.00
Gymnasium (small)	4.50	150.00
Gymnasium (large)	5.50	175.00
Kitchen	5.00 + employee charges	
Culinary Arts Classroom	1.00 + employee charges	
Play Field	3.50	200.00
Stadium	15.00	300.00

3. Class III. A \$100 security/cleaning deposit and the following flat rate for each daytime or evening use. The superintendent or designee may negotiate an Interagency or Cooperative Agreement with city or county agencies. Special set-up fees are in addition to set flat rates:

Class III Flat Rates

Elementary Schools	Flat Rate
Classroom	\$12.00
Multipurpose	20.00
Kitchen	28.00 + employee charges
Culinary Arts Classroom	12.00 + employee charges
Gymnasium	42.00
Play Field	25.00
Middle Schools	Flat Rate
Classroom	\$12.00
Multipurpose	25.00
Kitchen	30.00 + employee charges
Culinary Arts Classroom	12.00 + employee charges
Gymnasium (small)	30.00
Gymnasium (large)	55.00
Fields/Lawns	25.00
High Schools	Flat Rate
Classrooms	\$12.00
Multipurpose	25.00
Kitchen	30.00 + employee charges
Culinary Arts Classroom	12.00 + employee charges
Gymnasium (small)	30.00
Gymnasium (large)	55.00
Fields/Lawns	25.00
Stadium	85.00

Note: Out-of-county public school, state and federal groups requesting to sleep over will be charged \$2 per person. \$5 per person if shower facilities are used.

4. Class IV. A \$100 security/cleaning deposit and the following hourly rate for each daytime or evening use. Special set-up fees are in addition to hourly rate:

Class IV Hourly Rates

Elementary Schools	Hourly Rate
Classroom	\$12.00
Multipurpose	20.00
Kitchen	28.00 + employee charges
Culinary Arts Classroom	12.00 + employee charges
Gymnasium	42.00
Field/Lawn	25.00
Middle Schools	Hourly Rate
Classroom	\$12.00
Multipurpose	25.00
Kitchen	30.00 + employee charges
Culinary Arts Classroom	12.00 + employee charges
Gymnasium (small)	30.00
Gymnasium (large)	55.00
Field/Lawns	25.00
High Schools	Hourly Rate
Classroom	\$12.00
Multipurpose	25.00
Kitchen	30.00 + employee charges
Culinary Arts Classroom	12.00 + employee charges
Gymnasium (small)	30.00
Gymnasium (large)	65.00
Fields/Lawns	35.00
Stadium	225.00

Computer Labs and V-Tel Equipment Use

Computer Labs- In addition to the regular Classroom rate a charge of \$1.00 per workstation used will be assessed.

V-Tel Equipment- Nonprofit organizations will be charged a flat rate of \$25.00 per hour
For profit organizations will be charged a flat rate of \$50.00 per hour

Insurance

Each organization, individual, or individual group using a school facility is required to purchase and maintain liability insurance covering their activities on district premises. Liability insurance is to provide primary coverage for district property damage in an amount not less than \$1,000,000 to \$5,000,000 as prescribed by the district. Each user is to insure personal property and hold the district harmless. Bodily injury is to provide primary coverage at \$500,000 for each bodily injury resulting from a single incident and a total of at least \$5,000,000 for all bodily injuries arising from each incident. Lincoln County School District is to be named as a co-insured on all such liability insurance. A copy of insurance coverage or a certificate of insurance shall be provided to the principal or appropriate director prior to the contracting user initiating activity in a district facility. District insurance does not provide protection for any organization or individual using district facilities. The superintendent may waive insurance with proper documentation that indemnifies the district against any and all claims.

Supervision/Police Supervision

The district reserves the right to require, at the renter's expense, that additional supervisory personnel be present at an event. Supervision may include the organization retaining a certified local law enforcement agent at the user's expense.

Charges for District Personnel

Charges for district personnel services shall be made at the following rates:

Custodial- \$30.00 per hour

Kitchen- \$25.00 per hour