Three Rivers School District

Code: KG-AR(1)
Reviewed/Revised: 6/19/06; 10/20/08
Orig. Code: KG-AR(1)

Facility Usage Procedures - Policy Statement

The district cooperates with the community in providing use of the district facilities when possible, so long as such use does not interfere with the education and activity programs of the schools, or with the requirements for maintenance, operation, safety and security of the physical plant and grounds.

The district recognizes that its grounds are owned by the public, and it encourages the public use of its facilities including, but not limited to, its tracks, outdoor basketball courts, tennis courts, or any other athletic venue readily available to the public outside of normal working hours.

The ultimate determination of the requirement to provide insurability, and the cost, if any, for its use, is left to the discretion of the principal, or, in the principal's absence, the superintendent, or superintendent's designee.

Application Procedure

Groups wishing to use school facilities must complete a facility use agreement (see district policy KG-AR(2)) which may be obtained from either the building principal or from the district office.

Insurance

The user shall obtain, at user's expense, a Certificate of Liability Insurance; the district and its officers, directors, and employees shall be added as additional insured. All liability insurance policies affected by this provision shall be physically endorsed onto this policy.

The Limits of General Liability Insurance shall be as follows:

Each Occurrence	$1,000,000
Damage to Premises (each occurrence)	$ 100,000
Medical Expense (any one person)	$ 5,000
Personal and Advertising Injury	$1,000,000
General Aggregate	$1,000,000
Products – Completed Ops Aggregate	$1,000,000
Fire Damage (any one fire)	$ 50,000

The Certificate of Liability Insurance form, along with the Facility Use Form, signed by the principal must be on file in the office of the principal and the district's business office prior to usage of facilities. If insurance coverage is not available, the superintendent, or designee, may agree to waive the requirement for insurance.

If the district superintendent, superintendent's designee, or principal determined that a Certificate of Liability Insurance is not required, the user shall sign a "hold harmless" provision and waiver of liability as part of the requirement to gain access to district facilities. The provision and waiver are included with

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AR(2) – Rules Governing Community Use of District Facilities. The user will then, in effect, be self-insuring as, under ORS 30-265, the district cannot be held liable for the actions of the user.

It is the principal's 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 fit appropriately into the building use calendar;
4. Will have adequate and appropriate supervision;
5. Will not cause or allow a breach in security.

Compliance of OSAA policies, rules and regulations are the responsibility of the principal of the school making the facility use request.

Availability

- The district reserves the right to grant or deny permission for use of facilities at its sole discretion.
- 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.
- Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.
- Unauthorized use of the district facilities or failure to comply with the facility use agreement or policy may result in cancellation of agreement or denial of any future use.
- Programs that serve the district's students will have priority over adult programs when scheduling facilities.

When school administrators are unavailable, the district office will determine the availability of facilities.

Cancellation

District administration is authorized by the Board to cancel building use permits when it is apparent that such action is necessary for the best interest of the district. Nevertheless, the district should give at least a 48-hour cancellation notice, when possible, if a group's approval to use the facilities must be revoked.

Supervision

All groups using any facility will provide supervision. The building principal will determine the level and type of supervision required. The district strongly recommends that a district staff representative or designee will be in attendance whenever a large group or many minors will assemble, or other situations in which potential for harm to person or property is high. When "large" groups use the facility, a district staff representative is required to be in attendance; or as a minimum, to open, close, and inspect the facility after its use, as determined by the building principal.

Costs for district provided supervision for a specific activity (including overtime labor, for groups not paying fees or paying a reduced rate) must be reimbursed to the district by the using group. All district employees who are hired by the district to supervise will be paid through the district payroll department.

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The district reserves the right to require police supervision at any event the administration deems necessary and to charge the user for that supervision.

Security

District keys should not be shared or given to non-district employees without appropriate record keeping and accountability. If the principal deems it necessary to issue a key, a $25 deposit is required. The deposit will be retained in the school's petty cash account and will be forfeited if the key is not returned by the date specified. Keys must be returned promptly at the end of each season or event.

Safety, Liability & 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.

The building administrator or designated supervisor has the right to stop any activity at any time if in his or her 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.

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 district office 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.

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

If a group uses a facility and the doors are left open or unlocked then a fee of $25 shall be assessed for each occurrence.

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.

2. Kitchens and Cafeterias:

    - For activities that do not involve actual food preparation or operation of kitchen equipment, access to kitchen facilities will be allowed only under the supervision of an appropriate school employee whose responsibility would be to consult with the kitchen manager prior to the activity and to see that kitchen facilities are left as mutually agreed;
    - 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 kitchen manager and the food service director. To ensure that professional food service employees will be available, requests must be submitted to the food service director no less than two weeks prior to the scheduled event.

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

Rules of Conduct for Use of School District Facilities may be found in KG-AR(2), Rules Governing Community Use of District Facilities.

Group I: Groups Granted Free Use of District Facilities[1]

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. Such free use will be limited to those times when a district employee is on regularly scheduled duty. 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.

- Parent club meetings and activities
- After-school sponsored activities
- Boy Scouts/Girl Scouts
- Camp Fire Girls
- 4-H Clubs
- Boy's and Girl's Club (conducted during regular school year)
- Little League
- State League - Youth
- American Legion Baseball
- Softball – Youth
- Volleyball – Youth
- AAU Basketball
- Youth Soccer Organizations
- Parks and Recreation –Youth (conducted during regular school year)
- YMCA Club – Youth (conducted during regular school year)
- Wellness activities for district employees only
- Fund raising activities for educational, athletic or fine art purposes benefiting district students
- Educational meeting or conferences which benefit the district and are sponsored by the SOESD, Rogue Community College, or the Oregon Board of Education
- Other groups or organizations may be added at the district's discretion

Group II: Groups Granted a Reduced Rate for use of District Facilities

The following groups, organizations or activities will be granted a reduced rate for use of district facilities:

- Boy's and Girl's Club – Summer daytime use
- Softball - Adult
- Volleyball - Adult
- YMCA Clubs - Summer daytime use
- Parks and Recreation - Adult
- Adult recreation classes

[1] Building Principals have the flexibility to place individual organizations in categories other than shown here, as they determine appropriate. The rationale and justification for such changes will be documented, and the documentation will be attached to the Facility Use Agreement.

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- Schools other than those in the district (for non-profit activities)
- Other groups or organizations may be added at the district's discretion

Specialized Instruction

Individuals who provide individual instruction to enhance academic, athletic or fine arts achievement will be required to follow the facility use application procedure and submit proof of liability insurance or a signed waiver of insurance. The building administrator must approve all applications before any tutoring can take place. In lieu of rental fee, the tutor shall pay 15% of whatever he/she charges students.

Group III: Groups Expected to Pay Regular Rate for use of District Facilities

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

- Political organizations
- Commercial organizations
- Religious organizations
- Professional organizations
- Fraternal organizations
- Labor Unions
- Social groups
- Recreational groups not identified as a group granted a reduced rate.
- Fund raising activities where the net proceeds are identified and retained for the direct benefit of the patron
- Schools other than those in the district for profit-making activities

In addition, when any group uses district facilities, the district may require that one of its (the district's) employees be present.

An additional charge for district personnel will be administered when exclusive or overtime employment of school employees is required. The charge will be at the rate of one and one half the employee's regular pay.

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