



COMMUNITY USE OF DISTRICT FACILITIES

POLICY ISSUE / SITUATION:

Policy KG, Community Use of District Facilities, was revised and approved by the School Board on June 1, 2015. Accordingly, District Administrative staff has been working over the past year to develop a user friendly, on-line Facility Use reservation system for the community.

BACKGROUND INFORMATION:

The district transitioned to a district wide building use process to ensure a consistent and transparent process for all users in January of 2016. Our ability for improved efficiency for community users and provide information in a timely manner has been essential.

Implementation and Status

- Facility Use Team hired in October 2015
 - Kathy Gray-Facility Use Coordinator
 - Jolyn Iboy-Facility Use Secretary
- Facility Use Committee
 - Updated Facility Use rental fees after researching area district fee structures
 - Created a tiered system for BSD Facility Rental classifications
 - Recommended the purchase of the SchoolDude online reservation system to replace paper system in December 2015 and change the application process for building use to a district level responsibility
 - Updated the Facility Use AR's in June 2016 to reflect the new reservation system and fee structure
- SchoolDude Implementation
 - January, 2016 – System went live with 7 pilot schools
 - February, 2016 – System went live districtwide
- Evening, weekend and summer events
 - 1/1/16-10/31/16 22,632 events
 - 7/1/16-10/31/16 10,775 events

Successes

- Centralized requests, invoicing, consistent custodial/monitor personnel support and improved customer service;
- Summer 2016 - centralized calendar for all BSD summer schools, meal programs, daycares, professional development, bond and maintenance projects. In addition, all THPRD programs were included on the district calendar;

District Goal: WE empower all students to achieve post-high school success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

- Positive feedback from users at all levels;
- BSD Facilities have improved safety for users with monitors on site;
- Consistent assessment of fees for wear and tear on facilities and additional staffing needs for our community use;

Challenges

- Continue to work with schools to ensure events are entered and accurate;
- Length of transition for some long time users on new processes, improved practices and fee structures;
- Balancing needs of BSD maintenance and bond projects with needs of school programs and requests from external users;
- Limited gym and field space.

RECOMMENDATION: It is recommended that the School Board review this update and the attached documents.

Beaverton School District Facility Rental Classifications

Classification	Description	Rules
Tier A	<ul style="list-style-type: none"> • Beaverton School District Sponsored Activities • “Sponsored” = an activity which the district directly and completely coordinates, funds, plans, and directs, and is staffed by district employees who are (maybe) paid for their time. • For Athletics, the event /activity/contest occurs during the OSAA or corresponding governing bodies sanctioned season 	<ul style="list-style-type: none"> • No rental fees • No Insurance required – District self-insurance covers
Tier B	<ul style="list-style-type: none"> • Organizations and individual users offering activities/events that are free and open enrollment/participation • Fundraising activities – the majority of profits collected must go to the school approved PTO/Booster Group 	<ul style="list-style-type: none"> • No rental fees • Insurance required • Fees may be charged for extra personnel such as custodial staff, monitors, security, kitchen use, technology, and/or equipment usage.
Tier C	<ul style="list-style-type: none"> • Organizations and individual users offering activities/events that charge for admission/participation, collect an offering, or sell merchandise 	<ul style="list-style-type: none"> • Rental fees apply • Insurance is required • Fees may be charged for extra personnel such as custodial staff, monitors, security, kitchen use, technology, and/or equipment usage.
Tier D	<ul style="list-style-type: none"> • Long term lease or other IGA / written agreement related to use 	<ul style="list-style-type: none"> • Terms determined by contract or agreement
Tier E	<ul style="list-style-type: none"> • Governmental, City, County, State Agency usage 	<ul style="list-style-type: none"> • No rental fees • Insurance required • Fees may be charged for extra personnel such as custodial staff, monitors, security, kitchen use, technology, and/or equipment usage.



Step 1:

REGISTER to be a user

Visit <https://www.communityuse.com/default.asp?acctnum=265126029>

*Please see terms of insurance requirements.

Step 2:

Submit a REQUEST

Response time for facility use requests can take up to 7 business days. Requests must be made at least 30 days in advance.



Step 3:

Get APPROVED

After your event, your invoice will be due no more than 30 days after facility use.

Questions: Facility Use Team • Phone: 503-356-4619 • Email: facility_use@beaverton.k12.or.us



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