

**WE EXPECT EXCELLENCE****WE INNOVATE****WE EMBRACE EQUITY****WE COLLABORATE**

FACILITY USE PROCESS UPDATE**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:Why are we changing our process?

- Need consistent and transparent process for all
- More efficient for community users and staff
- Ongoing communication for community users
- Build Community Support

Implementation

- Contract with *School Dude*
- *School Dude* training for Facility Use staff and pilot schools (Nancy Ryles, Hiteon, Conestoga, all high schools) in January 2016.
- Training for school secretaries, building administrators and athletic directors in January and February 2016.
- Live for all schools in February 1, 2016

Key Features

- Link on the Beaverton School District website – easy to find the link to the on-line reservation system.
- On-line application system is always available for public
- Electronic application process is managed centrally, 24/7.
- Calendar system available
- One call to Facility Use staff for assistance
- System determines which tier user fits into and calculates fees.
- Input from building administrators and other departments in the workflow, prior to final approval.

What Community users will experience

- First-time users will create a new account.
- Select a space/facility.
- Submit an on-line Facility Use application.
- Provide supporting documents (insurance, non-profit documents).
- Approval followed by invoicing.
- Rent the space.
- Receive notice of final charges.

RECOMMENDATION:

It is recommended that the School Board review the attached documents and new on-line Facility User Reservation System.

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.

Beaverton School District Facility Rental Classifications

Classification	Description	Rules
Class 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
Class 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.
Class 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.
Class 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
Class 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