

Port Orford-Langlois School District 2CJ

Code: KG
Adopted: 1/11/94
Revised/Readopted: 6/8/04; 11/18/19
Orig. Code(s): KG

Community Use of District Facilities (Version 1)

See proposed version

Because of the large sum of public money invested in school buildings, grounds and equipment and the cost of maintenance and repair, policies governing their use must be formulated to safeguard the taxpayer's invested interest.

It shall be the policy of the Board to annually approve a usage and rental schedule for district facilities.

In establishing policies governing the use of district facilities, it is the desire of the Board to make these facilities available for school community and/or organizational activities when they do not interfere with school programs.

Insurance

The user agrees to carry, maintain, and provide proof of general liability insurance coverage with limits of not less than \$1 million per occurrence and to name the district as a named insured under the general liability insurance policy.

Equipment

No teacher, custodian or employee other than a district administrator shall give consent for any equipment such as computers, typewriters, chairs, stage property, tools, autos, trucks, public address or visual-aid equipment, musical instruments or any other equipment or property belonging to the district to be taken from the school building at any time.

Building/Vehicle Use

Requests to use district buildings and buses shall be presented to the district transportation supervisor or the superintendent. Requests are to be made prior to the date desired and allow for adequate time to process the request. Each month the district transportation supervisor or the superintendent will report to the Board all requests and their disposition.

Eligible Organizations

There will be three classifications of non-school uses of district facilities. These have been established for the purpose of determining rental charges and other fees.

1. General: Use must be for purposes that are educational, charitable and/or of general community interest. Such events must be open to the public in general with no admission charged or contributions taken. There shall be no basic charge.

2. Noncommercial: Private clubs or organizations of a nonprofit or community nature may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.
3. Commercial: All business or commercial organizations which use district buildings will be considered under this group. Included will be community and locally-sponsored noncommunity groups requesting use of district facilities for fund-raising purposes which are not necessarily devoted to educational, charitable or community interest activities. Admission may be charged or contributions received. Such a group will be charged in accordance with Board policy based on actual cost to the district for any over time, extra cleaning, etc.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 260.432](#)

[ORS 332.107](#)
[ORS 332.172](#)