

# Parkrose School District 3

Code: **KGAC**  
Adopted: **3-8-93**  
Re-Adopted: **10-23-95**  
R-Adopted: **10-27-97**  
Re-Adopted: **April 29, 2003**

## RENTAL OF DISTRICT FACILITIES

As the District continues the vision of its schools as community centers, the Board recognizes the need to make District Facilities available for use by many diverse organizations. However, the Board also recognizes that certain costs are incurred to open the facilities to these groups. In addition, enhancement of these facilities is an on-going activity and rental moneys over and above the cost of maintenance and supervision should be used to fund these enhancements.

Thus, use of the facilities will require the necessity of groups or organizations to pay for the use of District Facilities for the following (non-inclusive) examples of activities:

1. Certain recreational activities for adults, the majority of whom must reside in the District.
2. Recreational activities for adults, sponsored by a community church or commercial organization located in the district.
3. Meetings of other governmental agencies (City of Portland, Multnomah County, State of Oregon, or United States) or governmental subdivisions.
4. Meetings of professional societies and organizations
5. Meetings of fraternal organizations.
6. Meetings sponsored by private companies or consultants.
7. Meetings of nonprofit organizations.
8. Religious services.
9. Space for music lessons, etc. (see policy KGAB for exclusions).
10. Commercial Uses

### **Charges for Use of District Facilities**

The Superintendent/designee shall establish a schedule of charges for District Facilities. Request for waivers or fee charges will be in accordance with Policy KGAB or appealed to the Superintendent.

### **Insurance Requirements**

Organizations or individuals contracting with the District shall provide certification of insurance prior to being granted final approval to use District Facilities.

**Establishing Fee Schedules**

Facility use or rental fee schedules will be established by the Superintendent and annually approved by the Board. (No later than September of each year) These schedules are established based on the following criteria:

- 1.) **For Profit Use** – Full Facility Cost Recovery: Fees will be set to cover all costs of operations including operational maintenance, repairs, and capital costs.
- 2.) **Non-Profit** – Full Cost Recovery: Fees will be set to cover all operational costs directly related to the facility. These include set-up, security, clean-up, and other direct use costs.
- 3.) **District Approved Organizations or Activity** - Added Cost Covers: Fees will be set to cover only additional costs or added costs due to the specific use of the facility.
- 4.) **No Fee or Cost** - Cost or fees will not be assessed to the user.

**Accounting Tracking:**

All use of facilities has some cost to the District. All added cost of facilities use at all locations will be tracked and identified. All costs including regular operation, maintenance, repairs, and equipment cost for the Community portion of the High School will be tracked and accounted for. Waivers, reductions, or any adjustment of cost for community use will be identified in the budget. Waived or reduced fees at the Community Center account may require transfers from the general fund.

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**End of Policy**

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**Related Policy: KG, KGAA, KGAB, KGF, KGAD, KGAC-AR**

**References:**

[ORS.330.430](#)

[ORS.332.107](#)

[ORS.332.172](#)