

COMMUNITY USE OF PARKROSE SCHOOL DISTRICT FACILITIES

The Board supports and encourages the community use of District facilities as Community Centers. This concept encourages the use of District facilities by community members for education, recreation, social, civic, and service activities when such use of facilities does not interfere with the regular school operations and education function or use of the facilities.

USERS:

The following categories define priority use of District Facilities including building and ground usage:

1. School and District activities directly related to the required K-12 school program, including graduation activities;
2. School and District activities related to the extracurricular K-12 school program such as sports and seasonal programs;
3. Youth related non-school activities: District Resident participants
 - Sponsored by and used for non profit activities
 - Sponsored by or used for profit activities
4. Youth related non-school activities: Open Participants
 - Sponsored by and used for non-profit activities
 - Sponsored by or used for profit activities
5. Community interest programs;
 - Public education assisted organizations
 - Public political forums (Public Service Forums)
 - Civic Service Groups sponsoring open activities
 - Neighborhood Association activities
6. Adult related non-school activities;
 - Sponsored by and used for non-profit activities
 - Sponsored by or used for profit activities

The Board expects the users of District facilities to treat the facilities with respect. A Building Use Request Form must be submitted to each facility office (generally to the principal or designee) of the facility requested to be used. The users of the facility must agree to all guidelines listed below and on the Building Use Request Form. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate building administrator, building custodial staff, billing office, and facility user.

RESPONSIBILITIES:

1. The permit holder shall be of good repute and demonstrate responsibility. The permit holder and any representatives shall be held personally accountable for fulfillment of the terms of the agreement including payment of fees and damages beyond ordinary depreciation of buildings or equipment.
2. The permit holder shall be responsible for the conduct and control of both patrons and participants and shall see that all state, city and district regulations governing safety are followed.
3. Persons using district premises at any time or for any purpose shall not consume, sell, give or deliver any alcoholic beverages in district buildings or on the grounds thereof and all activities are prohibited which are illegal within the jurisdiction of the building in use. The permit holder will assure that no such activities are allowed. Violation of this section shall constitute grounds for the revocation of the existing permit and/or refusal of permission to use the building at any future time.
4. All arrangements for use of district buildings shall be made in accordance with instructions issued from the Office of the Superintendent.
5. Each permit shall state the specific areas to be used (such as auditorium, multipurpose room and kitchen or classroom number). The users shall confine their use of the building to the area or areas specified. Failure to comply with this regulation shall be grounds for revocation of the permit or additional charges.
6. Applications for use of district buildings shall be made out on a form provided by the Office of the Superintendent. No application will be approved until the building principal or facility coordinator has indicated that the premises are available on the day requested.
7. All school buildings are smoke and tobacco use free areas at all times. All users are subject to this condition.

PAYMENT OF RENTAL CHARGES:

1. Fees may be charged for use of district facilities. These include fees and charges for building use or rental, custodial fees, room and equipment set up, and take down, building and facilities security, crowd control and security, clean up and security deposits.
2. The fee schedule will be developed by the Superintendent and reviewed by the Board. The schedule will vary based on the facility used and the nature and purpose of the user and the event.
3. All payments will be made out to Parkrose School District with the exception of the Parkrose Community Center. Payment for Community Center use will be made to Parkrose Community Center.

4. The District may establish and collect security deposits when, in the opinion of the district, a fee is necessary to assure that all conditions of rental or use permits are accomplished.
5. The District as good stewards of public property and public resources expects the facility user to cover the direct and in-direct costs associated with the rental of school facilities. Exceptions may be made based on the value of the activities for which the facility will be used. The District will seek to cover only the direct costs when the use of the facility, in the judgment of the Board, directly or substantially promotes the mission and objectives of the School District. Determinations will be made in accordance with Board Policy KGAB.

Approval for using the facilities will be generally granted for a period not to exceed one school semester. Requests must be resubmitted if the user desires to continue usage. For community groups needing commitment for planning exceeding this time (Boy Scouts, Camp Fire, etc.), special arrangements can be made.

The Superintendent will encourage the involvement of staff, parents and the community in the development of specific building use regulations.

Specific use guidelines may be developed for different buildings in the district. Policy and rules may vary by building or within in the buildings, based on the Districts needs and the specifics of each building.

END OF POLICY

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

Legal References:

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)