

South Lane School District 45J

Code: **KG-AR**
Adopted: 12/1/97
Readopted: 7/11/05,
3/5/2012

Administrative Review:

Community Use of District Facilities

1. All organizations, groups, and individuals will submit a completed “Facility Use Request Form” at least 10 days prior to the requested use date.
2. Applicant may be required to provide a substantial deposit in an amount determined by the district based on the type of activity requested. (Example: The filming of a commercial movie.) Type deposit may, or may not, be refunded depending on the circumstances upon completion of requested use.
3. An advance payment at the district office for the building/field rental, or deposit required.
4. Applicant shall obtain a “Facility Request Form” from the building principal, principal designee, or District Service Center.
5. Applicant will return the completed request form to the building designee for the buildings recommendation.
6. Building designee will evaluate for appropriate information and assign an approval or disapproval recommendation.
7. Building designee will retain a copy of the application, provide the applicant with a copy, and forward the original form to the District Service Center located at 455 Adams Avenue for final approval and determination of charges. Alternately, building designee may allow applicant to take original form to the District Service Center for final approval and determination of charges.
8. A copy of the approved application with rental charges and fees will be made available to the applicant and the building principal.
9. Any cancellation of an approved building rental must be made at least three days in advance of the use date for a refund of charges. Payment will be forfeited if cancellation is not made prior to this date.
10. Applicant agrees that planned activity:
 - a. Will not violate district or OSAA policies;
 - b. Will not be harmful to the school facility;
 - c. Will not interrupt the school’s program;
 - d. Will appropriately fit into the building use calendar;
 - e. Will not cause or allow a breach in security.

Availability

1. District facilities may be available, under capable adult (age 21) supervision, for community activities of an educational, recreational or civic nature.
2. The district reserves the right to grant or deny permission for use of facilities at its sole discretion.
3. Use of district facilities for church, partisan, or political purposes may be granted, but such approval in no way implies an endorsement or sponsorship of these activities by the district.
4. Program material by non-school district groups is required in advance for review.
5. The district does not guarantee support items, such as PA systems, tables, projection screens, chairs, etc. will be available for your event. Any non-district apparatus that will be used on district property must be stated clearly on the application and is subject to the same approval criteria applied to the event.

Priority for Facility Use

The criteria below are used to determine class designations for all uses of district facilities. The classes are listed in order of priority with Class I being the highest.

Class I

1. School sponsored student activities (school athletics, activities, school clubs, plays, intramural, open house).
2. District related administrative activities (committee meetings, task force meetings, site councils, etc.)
3. District sponsored or cosponsored activities (staff development, wellness activities, student enrichment activities and meetings).

Class II

*Class II activities shall pay the non-refundable fee, the \$100 damage deposit (refundable if no damage occurs), and any necessary staff fees, but not the rental fee

1. Programs and activities for school-age children sponsored by non-profit community organizations. Examples: South Valley Athletics, Pop Warner, Little League, AYSO
2. Educational programs sponsored by local non-profit educational institutions (LCC, Head Start)
3. Community organization meetings of a civic or service nature (Rotary, Kiwanis).
4. Meetings, sponsored by county, city, state, and federal agencies.

5. Local adult groups for recreation or special interest meetings.

Class III

1. Fund raising activities by non-district Class I or II groups.
2. Commercial or for profit.

Definitions

Sponsorship: Means the sponsoring entity is directly involved in coordinating, funding, planning, and operating the activity.

Co-sponsorship: Means two or more agencies or organizations through a joint arrangement provide assistance to one another in putting on an activity in one or more of the following ways:

1. Coordination
2. Funding
3. Planning
4. In-kind service.

Facility Use Fee Schedule:

Adult supervision is mandatory for all approved requests.

Non-refundable Fee

All Class II and Class III activities will submit a non-refundable fee based on the area requested for use. Non-refundable fees are put into the district's maintenance fund to replace and update facilities such as new turf, grass, backboards, etc.

Damage Deposit (refundable if no damage occurs)

All Class II and III users will also pay a \$100.00 damage deposit, completely refundable if no damage occurs (see #4 on Terms and Conditions).

Labor and Materials Charges

All Class II and Class III activities will pay staff and materials costs necessary for adequately cleaning the requested facility. Additional scheduled labor is \$22.00 per hour for all supervision, custodial, opening and closing facilities, or grounds keeping. Overtime rate is \$33.00 per hour.

Class I, II and III Charges

Class I users will not be charged a fee for facility use or the deposits.

Class II users shall pay the damage deposit (refundable if no damage occurs), the non-refundable fee, and labor and materials charges. The need for labor/materials will be

determined by the district’s facilities supervisor responsible for building use operations and is contingent on staff availability.

Class III users shall pay the damage deposit, non-refundable fee, labor and materials charges, and the appropriate rental fee from the schedule below.

Non-refundable Deposit and Rental Rates:

Facility/Field	Class II & III	Class II	Class II & III	Class III	Class III
	Damage Deposit (Refundable)	Non-Refundable Fee 1 Time Use (Less than 4 Hours)	Non-Refundable Fee Season/Term Use	Hourly Rate (1-3 hours)	Flat Fee (4-8 hours)
Standard Classroom	\$100.00	\$25.00	\$75.00	\$25.00	\$100.00
Multi-Purpose/Cafeteria	\$100.00	\$40.00	\$100.00	\$30.00	\$150.00
Elementary Playing Fields	\$100.00	\$30.00	\$100.00	\$45.00	\$135.00
Elementary Gymnasium	\$100.00	\$25.00	\$100.00	\$30.00	\$150.00
Daugherty Park Baseball Fields	\$100.00	\$30.00	\$200.00	\$60.00	\$180.00
Middle School Playing Field	\$100.00	\$30.00	\$120.00	\$45.00	\$135.00
Middle School Gymnasium	\$100.00	\$30.00	\$150.00	\$40.00	\$200.00
High School Grass Field	\$100.00	\$30.00	\$120.00	\$50.00	\$150.00
High School Turf Field	\$100.00	\$50.00	\$250.00	\$65.00	\$325.00
High School Gym	\$100.00	\$50.00	\$250.00	\$50.00	\$250.00
High School Cafetorium	\$100.00	\$50.00	\$150.00	\$45.00	\$225.00
Daugherty Aquatics Center	\$100.00	\$25.00	\$200.00	\$75.00	\$450.00

* Playing fields are on an “as is” basis. This applies to all groups except SLSD athletic teams. If prep work is required, labor/materials will be charged to the user.

Note: Kitchens will not be available for public use. However, food service may be contracted through the district’s Food Services Department.

All rates may be changed without prior notice if special circumstances are received as stated on page 1, Procedure #2.

Facility Use Request Form

Building Use Only Date(s) approved for use _____ (initials)

Date: _____

Specific Facility Requested: _____

** Gymnasiums and multi-purpose rooms will not be available for community activities on Labor Day, Veterans Day, Thanksgiving, Presidents Day, Martin Luther King Day, Memorial Day, Winter Break, Spring Break, Summer Break or any other non-student days. Athletic fields will not be available from November 15 to February 20 each year.

** Keys that are issued can only be used by the individual signing this form and no one else. Any person duplicating or passing out keys to SLSD facilities are in violation of this agreement and will lose all privileges for use or access to facilities and grounds.

Dates Desired: _____

Time: From _____ AM/PM to _____ AM/PM (Circle AM/PM)

Type of Meeting or Activity: _____

Seating Requirements: _____

Sponsoring Organization: _____

Name of Adult in Charge: _____

(Please print)

Address: _____ Phone: _____

*** **All athletic field use must be prearranged through the facility use process. A field or fields will be assigned based on the availability and condition of the field. Any group or individual not following this process will jeopardize their ability to use a field as well as their affiliated group. These stringent stipulations are necessary to provide adequate playing surfaces for SLSD's athletic programs.**

Signature of Applicant: _____

For District Use Only:	
Class (circle one):	I II III
Damage Deposit:	\$100.00 (All Users)
Non-Refundable Fee:	_____
Labor Charges:	_____
Rental Fee:	_____
TOTAL:	_____
Insurance Certificate Received:	_____
Number of Keys Issued:	_____ Key #: _____
Date Returned:	_____
Keys must be returned to the DSC within 2 weeks of the completion of the request or the Damage Deposit shall be forfeited.	

Terms and Conditions

In making SLSD facilities available to the applicant/group, the applicant understands that district functions and activities will have priority over all other uses scheduled or unscheduled. In consideration of SLSD granting permission to the applicant to use its facility as requested, applicant is bound to the following terms and conditions.

1. Applicant shall be solely responsible for loss or damage to property, injury or death of any person or persons arising out of or connected in any way with the use of district facilities by the applicant.
2. Applicant accepts the facilities, grounds, and equipment on an as is basis and expressly releases the district, its directors, officers, agents, employees and representatives from any and all claim damages, loss expense or causes of action or causes of suit, arising out of or resulting from the use of the facilities by the applicant.
3. Applicant shall provide adult (age 21) supervision and shall be responsible for any improper conduct of the audience, both individually and collectively while on SLSD property or utilizing the facilities requested. Adult supervisors are to be present at the opening of a facility and remain with the group until all participants have left the premises. The applicant will make sure the doors are locked and the lights are turned off.
4. Applicant agrees to submit a refundable damage deposit of \$100.00, a non-refundable fee, and rental fees for Class III Users as part of the application process. Damage deposit will be refunded after the completion of the event where no damage is reported. The submission of this fee in no way waives the responsibility of the applicant to pay the full amount of damages that may exceed the \$100.00 deposit and the applicant agrees to reimburse the SLSD for these expenditures.
5. The applicant agrees to accept all responsibility for damage to district property provided for the event and the facility and grounds used in association with the event. The applicant further agrees to protect, indemnify, and hold harmless the SLSD from all liability resulting from the use of requested facility.
6. Use of tobacco/tobacco products is prohibited on all SLSD property. Use or possession of alcohol is prohibited on all SLSD property. Use or possession of unlawful drugs, controlled substances, or any chemicals not prescribed by a physician is prohibited on all SLSD property. All weapons are prohibited on all SLSD property.
7. Approval will not be granted for any meeting, which in any way is prejudicial to the best interest of SLSD or where satisfactory sponsorship and adequate adult supervision is not provided. This includes appropriate police and fire protection if necessary.
8. All evening recreational community athletic gymnasium use will end by 10 PM. Additional regulations may be applicable at individual sites and should be considered in force by way of this document.
9. All litter, glass, debris left as a result of the event is the applicant's responsibility and is to be removed at his/her expense. All SLSD property, facilities and grounds are to be left in the same or better condition than the applicant found them.
10. The using agency and/or individual must show proof of liability insurance for the requested activity.
11. The district reserves the right to grant or deny permission for use of facilities and grounds at its discretion.

Regulations Reviewed by Participants: (date) _____

Responsible Applicant Signature: _____