

## Use of District Facilities

### Processing Facility Requests and Governance of Building Usage

#### 1. Applications and Approval

- a. All applications must be submitted to the building principal's office except during the summer recess when no principal is available. The application approval process will be determined by the respective site principal. Said process must incorporate district forms and protocol. Summer recess applications will be approved by the appropriate director. Forms may be obtained from the building principal or the district office and must be completed. (Use form AD03, Revised 08/06.)
- b. Applications denied or cancelled may be appealed by the applicant or the principal to the superintendent or designee. If denied at the appeal level, the decision may be appealed in writing to the Board.
- c. In all cases, requests from district school groups shall take precedence in the scheduling of district facilities. In the event of non-school conflicting demands, the order of classification shall be the determining factor. However, applications already approved will be honored in the order approved.
- d. A district/building employee may be required to be in the building for the duration of any activity involving district facilities. Employee charges must be paid in addition to rental fees. The district employee(s) in the building before or after school must perform a supervisory role and may be held accountable for any damage or noncompliance with district rules and policies. A district-approved building or district kitchen employee must be on duty during the use of a school's kitchen, and the assigned teacher must be on duty when art or culinary arts facility(ies) is (are) in use.
- e. Individual schools may have additional charges for special equipment or facilities unique to that school.

#### 2. Rules Governing Facilities Usage

- a. The use of district facilities, equipment, and/or materials must have the principal's preapproval and/or appropriate director's pre-approval on the appropriate form(s).
- b. No decorations or application of materials to walls, ceilings, or floors will be allowed without prior approval.
- c. No fog/smoke machines will be allowed.
- d. Profane language, possession of, or use of intoxicating liquor, use of illegal drugs, marijuana, smoking, tobacco products, inappropriate music and/or inappropriate conduct shall not be permitted and may lead to immediate forfeiture of district facility use privileges, including forfeiture of deposit. This includes outdoors.
- e. Gym shoes that have clean non-marking soles shall be required for all activity-type games or exercises.

- f. Folding chairs and tables are to be erected and stored by adults representing the group using the school facility, unless special arrangements are made with and approved by the site's principal. There may be a rental fee for the use of district folding chairs and tables. The district shall be held harmless for any injury sustained in erecting or storing chairs and tables.
- g. Groups using school facilities are required to leave facilities in the same condition they are found. The building principal or designee will complete and have the renter sign a building/room condition form prior to the group using the facility. If the group desires to leave the facility in a condition other than initially rented, or there is damage to the facility, the district will assess additional charges for parts or replacement, including labor.
- h. Facility use shall be limited to those times approved on the application and the appropriate agreement, if applicable. Access to school facilities by non-school affiliated groups (other than those student-led groups protected by the Equal Access Act) should be restricted during all designated school hours. This limitation should be applied to all non-school groups, regardless of the content or nature of their activity so as to avoid any appearance of school sponsorship of affiliation, as well as to avoid any disruption to the learning environment.
- i. Application approval shall not be construed as a lease and the appropriate director or building administrator may revoke the application at any time prior to the use date.
- j. An applicant using district facilities and failing to abide by the application agreement may be denied future use of school facilities.
- k. Applicants using district facilities four or more times in a given academic year may negotiate a Multiple Use Agreement.
- l. Agencies that allow the district to use their facilities are to enter into a Cooperative Use Agreement.
- m. Applicants must have primary liability insurance coverage in excess of \$1,000,000 to \$5,000,000 as required by the district, naming Lincoln County School District (LCSD) as co-insured and/or hold the district harmless for all accidents. The option determined by the appropriate director.
- n. Additional rules governing the use of the facility, as deemed by the school administration, may be stipulated that are not specifically stated in this administrative regulation.
- o. District facilities may not be available for non-district use from the second week in August through the first two weeks of school and may not be available during winter and spring recess.
- p. All facility fees must be paid in advance of the actual approved use date.
- q. Fees are to be paid by check. No cash is accepted.
- r. The fee schedule is reviewed in June - July and posted in August.

### 3. Rules Governing Fees Collected

- a. All facility fees are collected by the buildings.
- b. Facility fees and charges may be used by individual sites to repair and maintain facility and equipment as well as purchase equipment that will improve the facility or equipment that is made available to community groups for rental in the facility. Approval for expenditures in said account to be approved by appropriate principal.

## **Summer Use of District Buildings and Equipment**

### 1. Community Groups

- a. Subject to 2.n. above, building administrators may approve requests for summer use of buildings, grounds, and equipment prior to the summer recess and make appropriate arrangements with the custodian to open and close the building.

- b. Requests for building use after building administrators are off duty are to be submitted to and approved by the Facilities and Maintenance Department, who will make necessary arrangements with the custodian to open and close the building, subject to 2.n. above.
- c. Each community group must leave the facility in the same condition as found prior to the activity or a cleaning fee will be assessed. Failure to pay the assessed fee will result in a forfeiture of district facilities use privileges for the community group and individuals associated with the group.

### **Classification of Eligible Organizations**

The following classification criteria are to be followed in determining eligibility for use of all facilities and equipment and appropriate fees. Each class is listed in order of priority.

1. Class I. Lincoln County School District Activities- No Charge
  - a. District-sponsored activities for students.
  - b. School-sponsored activities for students.
  - c. District-sponsored activities for parents/constituents. (e.g., Adult/Community education programs, Parent/Teacher Association/Organization)
  - d. School-sponsored activities for parents/constituents.
  - e. District-related groups and organizations (sponsored by a respective school).
  - f. Other public agencies with an Interagency Agreement. (e.g., Newport Recreation Center (City of Newport), Oregon Coast Community College, Lincoln County Sheriff's Office)
  - g. District-sponsored employee activities as part of the district's Employee Wellness Program. (e.g., Weight Watchers)
  
2. Class II. Community Recreational and Educational Programs
  - a. Parent and/or community organization-sponsored programs for youth (e.g., Youth Leagues, NBASA, Storm AAU basketball, Kid's Wrestling, Mat Club, Scouts, 4-H, summer activities, afterschool program, etc., Jr. Football League, Elks Hoop Shoot, Shriner's Donkey Basketball)
  - b. Adult education classes sponsored by an Oregon community college or university.
  - c. City Park and Recreation programs.
  - d. Adult Athletic Leagues (e.g., Team Practice, Slow-Break, Co-Ed Volley Ball, Rat-Ball, etc. Men's Soccer League).
  
3. Class III. Civic and Service Use
  - a. County, city, state, federal, and foreign agencies.
  - b. Lincoln County community organizations of a civic or service nature.
  - c. Registered church-sponsored activities where fees or donations are not collected. (e.g., Young Life and WyldLife)
  - d. Church services
  - e. Local government agencies, such as water boards, commissions, etc.
  - f. Local nonprofit registered organizations based in Lincoln County if no fees are charged to participants beyond rental costs. (e.g., Oregon Family Support Group)
  - g. Out of district public school organizations.

4. Class IV. Miscellaneous (nonprofit, non-district, for-profit education/motivational classes, private interest groups)

An approved Facility Use Agreement is required prior to using facility(ies).

- a. Local nonprofit organizations collecting admission fees or donations (including church groups for activities other than church services).
- b. Out-of-district groups collecting admission fees or donations.
- c. For-profit organizations.
- d. Adult or youth organizations classes sponsored by profit-making individuals or organizations (dance exercise classes, lectures, real estate classes, summer activities, i.e., sports camps, music programs, drama, Coastal Act Productions, Oregon Coast Council for the Arts).
- e. State, federal and foreign agencies collecting admission fees or donations.
- f. Organizations charging admission or making a profit.

Note: The term "non-profit group" shall mean any civic, service, political, fraternal, governmental, religious, charitable or recreational agency, association, organization, corporation or partnership which is not engaged in a business or enterprise to produce income of a financial gain. This definition is not intended to preclude a non-profit organization from engaging in fund-raising activities or charging fees for services simply to defray the organization's costs or for charitable purposes. Non-profit groups include, but are not limited to: non-profit civic and service clubs; churches and religious organizations; political parties (or any affiliate thereof) recognized by the Board of Elections of the county or state; governmental agencies or units at the federal, state and local level; YWCA, YMCA, Boy Scouts or Girls Scouts, Little League teams, etc.; professional and occupational organizations.

The Community Use Assistant and/or the school principal may request a copy of the proposed user's non-profit certificate to verify that the applicant is a non-profit group.

**Rental Rates**

Facility	CLASS I	CLASS II	CLASS III	CLASS IV
Classroom	NC (labor only)	NC (labor only)	\$25 per day	\$25 per day
Gymnasium	NC (labor only)	NC (labor only)	\$25 per day	\$25 per day
Media Center	NC (labor only)	NC (labor only)	\$25 per day	\$25 per day
Cafeteria	NC (labor only)	NC (labor only)	\$25 per day	\$25 per day
Computer Lab	NC (labor only)	\$25 plus + \$1 per computer	\$25 + \$1 per computer	\$25 + \$1 per computer

Applicants using district facilities four or more times in an academic year may negotiate a Multipurpose Use Agreement and will be charged \$5 per use.

Facility	CLASS I	CLASS II	CLASS III	CLASS IV
Concessions*	NC	10% of net income	10% of net income	10% of net income
* If an organization will be serving any type of food, they MUST complete and submit the Temporary Food Permit from the Lincoln County Health and Human Services Department.				
<b>Kitchen Rental:</b> Food Service employees must be present whenever the kitchen is opened for use. Hourly rental rates apply. Please contact the location you wish to use for rate.				

Athletic Field/Parking	CLASS I	CLASS II	CLASS III	CLASS IV
Grass field	None	\$25 per day	\$25 per day	\$35 per use
Light fee (grass field)	None	None	None	None
Turf field	None	\$25 per day	\$25 per day	\$100 per hour
Light fee (turf field)	None	\$25 per use	\$25 per use	\$25 per hour

**Computer Labs:** In addition to the regular Classroom rate, a charge of \$1 per workstation will be assessed.

### Insurance

Each organization, individual, or individual group using a school facility is required to purchase and maintain liability insurance covering their activities on district premises. Liability insurance is to provide primary coverage for district property damage in an amount not less than \$1,000,000 to \$5,000,000 as prescribed by the district. Each user is to insure personal property and hold the district harmless. Bodily injury is to provide primary coverage at \$500,000 for each bodily injury resulting from a single incident and a total of at least \$5,000,000 for all bodily injuries arising from each incident. Lincoln County School District is to be named as a coinsured on all such liability insurance. A copy of insurance coverage or a certificate of insurance shall be provided to the principal or appropriate director prior to the contracting user initiating activity in a district facility. District insurance does not provide protection for any organization or individual using district facilities. The superintendent may waive insurance with proper documentation that indemnifies the district against any and all claims.

### Supervision/Police Supervision

The district reserves the right to require, at the renter's expense, that additional supervisory personnel be present at an event. Supervision may include the organization retaining a certified local law enforcement agent at the user's expense.

### Charges for District Personnel

The cost of district personnel services shall be charged at an hourly rate to the organization, individual, or individual group using a school facility.