

## **BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

### **ADMINISTRATIVE REGULATION**

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Name: Facility Use Procedure

Section: Community

Code: KGA-AR

#### **PROCEDURES AND CONDITIONS FOR USE**

1. Facility use requests must be requested using the online facility scheduling system, an approved contract and a certificate of liability insurance must be in place prior to use for all non-district individuals and groups. A facility use contract does not make the user a “contracting party” as defined in KJA-AR: Materials Distribution.
2. The building principal and the facility use coordinator must approve all facility usage for non-district individuals and groups before it is committed for use. The building principal or site administrator will approve in-district use; a designated individual at each building will input all school / building events into the online facility use scheduling system.
3. The Facility Use Fee Schedule will be uniformly administered.
4. Classrooms are available only at the five high schools and the Education Center.
5. Locker rooms and showers are generally not available for outside users, but may be made available only with approval of both the building principal and a district administrator. Under no circumstances will the shower and locker rooms be available to outside users when students are scheduled to be in the building.
6. Users shall not operate cafeteria kitchens. If kitchens are necessary, they shall be contracted through the district Nutrition Services manager and staffed by district Nutrition Services personnel. The user will pay all personnel costs associated with kitchen use.
7. Maintenance and transportation equipment and vehicles shall be available to other governmental agencies when not in use by the school district; but only when operated by qualified school district staff. The user shall pay personnel and operating costs.
8. Equipment rental, to non-profit or public agencies, will be considered on an as-available basis.  
**No equipment will be rented to private parties for offsite use.**
9. School facilities (building and grounds) will be available for community use only after the school day or on non-school days. Building principals are required to enter a current schedule of school activities into the online scheduling software, annually and with updates as they occur. Appeals and / or exceptions should be made in writing and will be reviewed by the superintendent or designee.
10. School facilities shall not be used by any organization, which has publicly expressed a position against the public schools, or by any organization, which advocates the overthrow of the government.
11. Shops, laboratories, computer labs, home economics and art/craft rooms shall be available for rent only if a qualified instructor is responsible for the user activities.
12. Facility use requests for July 1 through August 15 should be made prior to June 30 as building personnel charged with approving facility use requests may not be available to approve requests in a timely manner.

13. Only service animals serving persons with a disability are allowed inside district facilities. Users must follow all district policies and regulations regarding animals on district property as defined in ING-AR: Animals in the Classroom or on School Property.

## **CHARGES**

1. Charges for facility usage are itemized on the Facility Use Fee Schedule. Charges for kitchens and maintenance and/or transportation equipment and vehicles shall be computed on a case-by-case basis.
2. Facility use contracts will be billed to the user prior to the event with the amount due no later than 30 days after the event takes place. At the discretion of the Business Office, a cash deposit may be required prior to the approval of a request.
3. Recurring monthly contracts will be invoiced for the month prior to use with the amount due 30 days after receipt of invoice. All fees from district facility and equipment use shall be paid to the district Business Office and be accounted for as revenues to the district.
4. Cancellations that occur within 24 hours of the scheduled event will be assessed a fee of \$75. There is no charge for cancellations when more than 24 hours notice is given.
5. When the school is closed due to weather the superintendent's office will determine whether the buildings are closed for sports or other events. There will be no charge to the user for cancellations due to weather closures. It is the responsibility of the user to contact the district about how weather closures may affect their use of the facility.
6. If the user requires the use of additional school furniture, equipment or services, a charge will be made to cover such use and labor involved. All equipment rentals will be subject to building approval, and certain items may not be available.
7. When use of the facilities occurs outside of normal custodial working hours, a fee will be charged to cover the additional labor. A custodian is required, because of the district's liability, to be on the premises at all times during an outside event. At the building principal's discretion, another school staff member may be the district's representative for events that occur outside of normal custodial working hours; however, district employees not employed at the school where the event takes place may not be the district representative of that event.
8. Equipment rental must be arranged through the Facility Use Coordinator and the building principal prior to commitment. Fees will be charged to cover handling costs, cleaning, and repairs (if needed on return). Bleachers are not available as rental equipment.
9. The use of high school auditoriums requires a designated auditorium manager to be on-site at all times, including during rehearsals, set up and tear down, as well as the entire duration of the event.
10. Fee waivers are permitted only by prior approval of the superintendent or designee.

## **TERMS OF AGREEMENT**

The district agrees to provide the facilities described in the approved facility use request, and that said facilities will be in reasonable operating order.

The user agrees to:

1. Observe all federal and state laws, policies of the district and regulations of the superintendent or building principal of the premises to be rented.

2. Promptly pay the costs incurred during use of the facility.
3. Hold the district harmless for any malfunction, injury, liability, or property damage incurred by person or persons using district facilities.
4. Make restitution for any damage incurred during use of the facilities and/or equipment.
5. Certify that the organization has an open membership and complies with all federal, state, and municipal equal opportunity laws and regulations regarding discrimination.
6. Leave the facility in condition found or better, otherwise additional fees could be assessed by District.

#### **GENERAL GUIDELINES FOR USE OF FACILITIES**

1. Absolutely **NO TOBACCO** use is permitted on school property – inside or outside.
2. Absolutely **NO ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, or WEAPONS** are permitted on school property.
3. No open flame is allowed under the provisions of Oregon State fire and safety codes.
4. Although the teacher's desk and area may be used by the visiting instructor, all items left out and in the drawers must be left alone. Any classroom materials or textbooks that are left out are to be undisturbed.
5. Desks and chairs are to be left in the order and position that they are found.
6. Windows must be closed and lights turned off before leaving the room.
7. If a lab area, such as foods, chemistry, or wood shop, etc., is used, the area must be cleaned (however users may not use district cleaning supplies, but must bring their own).
8. Report needed repairs or damage to the custodian.
9. All items to be used for events in the classrooms must be supplied by the visiting instructor. District purchased classroom supplies should not be used by any user group; use of classroom supplies may cause denial of further use requests.
10. Unless specially contracted and approved by the building principal, facility rentals will follow the school calendars with no activities allowed on days that school is not in session. These include national holidays, conferences, Thanksgiving break, winter break, and spring break among others.
11. No non-school gym use in elementary, middle and high schools on Fridays is allowed.
12. Outside activity rentals should end no less than 30 minutes prior to end of custodial shift unless an additional fee for custodial time has been included in the approved contract.

#### **ATHLETIC FIELD AND PARKING LOT USE GUIDELINES**

1. Scheduling and rental fees do not include field grooming, field marking, electrical support, rest room facilities, trash removal, or building access. These items may be requested through the facility usage online system, and are subject to separate charges outlined in the Facility Use Fee Schedule.

2. User groups may be required to have portable toilets placed at fields they are renting. It is the responsibility of the user group to arrange for placement, payment, and removal of these units. School restrooms are not available for public use. The user must contact the school engineer to determine proper placement for portable toilets.
3. It is the responsibility of the user group to clean the field, put away any equipment and remove all trash after each use. If the fields have not been cleaned and trash removed, the hourly custodial rate as stated in the Facility Use Fee Schedule will be charged to the group for each hour of clean up necessary to put the field into normal condition.
4. Soccer goals must be moved off the fields and tied down after each use.
5. The district grounds maintenance department must be contacted a minimum of two weeks prior to use for any special needs or requests. This includes changing irrigation schedules and flagging and lining fields.
6. All district fields are used extensively by a wide variety of community groups and organizations. Users should be respectful of other groups using the field prior to or following their use and make sure to be on and off the fields only during their contracted times.
7. No vehicles will be allowed on district fields without prior approval from the superintendent / designee.

#### **AUDITORIUM USE GUIDELINES**

1. **NO FOOD or BEVERAGES** are allowed inside the auditorium at any time.
2. Extra seating is not allowed in the aisles. The Fire Marshall has posted the auditorium for maximum capacity. Exceeding those limits is in direct violation of fire code and may be cause for immediate evacuation and closure of the facility.
3. If piano use is part of an approved rental contract, the user group is responsible for having pianos tuned after their use. Permission to use pianos will be granted by the building principal and/or fine arts coordinator at the school site. Rental of the piano must be noted on the approved facility use contract.
4. User must request ALL areas of use and specific needs and equipment (dressing rooms, podium, P.A. systems, etc.), which will be charged in accordance with the fee schedule. If an area or item of equipment is not listed on the approved facility use contract, it will not be made available.
5. Lighting, other than stage wash, may require school personnel, student techs or an approved outside contractor. Arrangements for lighting must be made at the time of the rental request. Gels are not provided with the lighting system.
6. A microphone may be available, depending on the location. All sound requests must be made at the time of the rental request and may require school personnel, student techs, or an approved outside contractor.
7. Student curtain crews may be available, but must be requested at time of the rental request and will be charged the hourly rate for student technicians listed in the Facility Use Fee Schedule.
8. Hiring of student technicians must be arranged through the, building principal, activities secretary, fine arts department or the auditorium manager at each school. Student technicians must be paid directly, and in full, at the end of the program. Current prevailing wage for student technicians is listed in the Facility Use Fee Schedule.

9. Users may not rearrange sound, lights, curtains or equipment on their own. Users must work with instructors from the fine arts department, the auditorium manager, or approved contracted providers.

## **GYM USE GUIDELINES**

1. At each school the teachers, custodians and maintenance staff work hard to keep the facilities safe, clean, and in good condition. Users shall assist the district in maintaining the gyms for students and others who use the space.
2. Users should not arrive earlier or leave later than the scheduled time.
3. Upon arrival, users should check the bathrooms and the gym area. Damaged or out of place items should be reported immediately to the building custodian.
4. Users may not be outside the gym in the hall areas, locker rooms or classrooms at any time, unless those areas were specifically contracted and paid for under the facility use contract.
5. Users must stay off of the following:
  - tables
  - mats
  - climbing ropes and climbing walls
  - cages over fire bells
  - equipment left in the gym
  - bleachers, whether open or closed
6. User may not alter the height of any of the basketball hoops. If the height needs to be altered, a coaching staff member or custodian must be contacted for assistance.
7. Users may not hang on the basketball nets, rims, or backboards.
8. Users must use the bathrooms appropriately.
9. Users are required to report immediately to the custodian if anything is broken, leaking, or plugged.
10. The mats on the walls are there for safety and may not to be removed from the wall for any reason.
11. No objects, including playing balls, should be thrown at acoustical tiles on the walls, ceiling, lights, windows, or fire alarm and extinguisher covers.
12. Users should remove any black marks on the gym floor at the end of practice.
13. At the conclusion of the scheduled time, users should thoroughly sweep the gym floor, put away equipment used, remove trash, water bottles and personal belongings, and re-check the bathrooms.
14. Users are responsible for the conduct of family or friends that are with any member of the group.
15. Restrooms should be left unsoiled, safe, and ready for students and staff the next day. This includes making sure that the toilets are flushed and there is no trash on the floor; however, large user groups will usually be charged custodial time so that bathrooms are cleaned to district sanitation standards after community events.
16. If users have concerns about the condition of gym/bathroom, they should discuss these with the custodian before leaving the building.

## **BLEACHER USE GUIDELINES**

With recognition that school facilities, including bleachers, are intended for use by school students and the general public, and that the people must be protected from any possible harm, the following guidelines will be considered.

1. Bleachers must be in good condition and contain all required safety equipment.
2. Bleachers improperly handled can become damaged and unsafe.
3. Bleachers not properly set up and locked in position are not safe.
4. Repair of bleachers is expensive and could be affected by availability of money.
5. Safety must be the prime factor in decisions on whether bleachers are to be used.
6. Considering the above, specific rules concerning the use of bleachers are established.

### **Rules**

1. **Use:** Bleachers are to be used only with the knowledge and permission of one of the proper responsible school personnel, and are only to be handled by said personnel. Proper school personnel are the building administrator, maintenance personnel, or custodial staff.
2. **Set-up and Return:** Bleachers are to be handled only by personnel specifically trained for the particular set of bleachers. Any time bleachers are set-up they must be inspected by trained personnel, and re-inspected on return to the storage position. A charge shall be assessed to the user if any parts must be replaced or repaired as a result of bleacher use.
3. **Maintenance:** Bleachers are to be inspected and thoroughly overhauled to "like new" condition and properly serviced annually. Service instructions will be given to each building lead custodian for each set of bleachers in that building. A list of trained personnel will be maintained. New trainees shall read and sign-off on these procedures and be trained by helping on the job at the discretion of the person in charge.

School employees who do not follow the above rules will be subject to administrative discipline; others will be subjected to denial of use of facilities.

## **GUIDELINES FOR CYCLING EVENTS**

To ensure the safety of cycling event participants and pedestrians who are on campus during events, specific cycling event guidelines have been established. All requests for reservations for cycling events must adhere to these rules to be approved.

1. No cycling event for a high school parking area shall be approved when an event is taking place in the auditorium; likewise, no auditorium events will be approved at a time when a cycling event is taking place.
2. Participants, spectators and organizers will not be given access to the building under any circumstances unless a reservation for a building space has been approved by the building principal and the facility use coordinator. Fees for these spaces will be charged in accordance with the Facility Use Fee Schedule.
3. Portable toilets are required for all cycling events where more than 50 participants and spectators are anticipated. Additional portable toilets shall be provided at a ratio of one toilet per 50 participants/spectators. Prior to placement, the group is required to coordinate with the school's custodial staff to ensure proper placement.

4. Prior to approval of the event, a site map will be required illustrating at a minimum the route of the race. The group will be charged for each parking lot that is impacted or closed off. If a parking lot is not reserved as part of an approved facility use contract, organizers, spectators and participants may not close off, barricade, or otherwise impact other community members' use of that parking lot.
5. In no case will a cycling event be approved where all access to a building is closed off. Organizers must provide safe access to the building for school employees and other users at all times. Providing access may include providing people to direct traffic; this will be done at the expense or by volunteers of the organization and in no case will a district employee be required to participate in directing traffic.
6. If tents are to be used, placement must be coordinated in advance with both the school custodial staff and the district groundskeeper if they are to be placed on the lawn or a field. If the tents are to be placed anywhere other than the reserved parking lot area, a separate reservation for the field or lawn is required.

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