



Frequently Asked Facility Use Questions and Answers

Question: What is the criteria for using Beaverton School District Facilities?

Answer: *Approval of Facility Use is based on several criteria, including, but not limited to:*

- *Eligibility of the individual or group to use District facilities*
- *How the facility use fits in or impacts scheduled school activities at the site or previously approved facility use activities*
- *Whether custodian, building monitor or other staff is needed and, if so, available*
- *School activities have priority over non-school activities*
- *Verbal commitments for facility use are not binding*

Question: How do I make a reservation with a school?

Answer: *Any individual, group or organization wishing to reserve a space within the Beaverton School District must first register as an Organization Event Coordinator (OEC), by accessing the online application called CommunityUse. Users will register their organizations and once approved as an OEC, users may then submit their request electronically to the school of their choice.*

Question: How do I know my request has been confirmed?

Answer: *The building principal or their designee will review the request and then forward it to the Facility Use Team for final review and approval. Application is not approved until you have received confirmation from the Facility Use Team. Upon approval, the application will serve as the permit and must be made available for review upon request by District staff during facility use. Groups without a permit, will be asked to leave the facility immediately.*

Question: What types of activities are allowed?

Answer: *Approved community activities may include, but are not limited to: afternoon and evening enrichment classes, dinners, concerts, dramas, dances, parties, scouts, daycare and organizational meetings.*

Question: I see various types of events are permitted, but what about recreational and athletic activities?

Answer: *Per the Intergovernmental Agreement between, Beaverton School District and Tualatin Hills Park and Recreation District, priority of facility use goes to the event/activity/contest that occurs during the OSAA or corresponding governing body's sanctioned season. This leaves very little available use for athletic facilities.*



Question: Once a request is submitted, how long does it take to be approved?

Answer: Typically, a request should be processed in 5-7 business days. However, there are times when a school may be inundated with other requests and it may take longer to process your submission. To ensure your application is processed in a timely manner, requests should be submitted a minimum of **thirty** business days in advance for commercial events and **fifteen** business days in advance for all other activities.

Question: I want to request a facility in July and August, how soon can I do that?

Answer: We allow events to be scheduled during the current fiscal year, July 1st, to June 30th. It will be difficult to approve any summer usage due to district wide summer school, maintenance department schedules (including, but not limited to, deep cleaning, exterior and interior painting, roofing replacement or repairs, carpet cleaning, floor waxing, parking lot re-surfacing) and extensive bond projects.

Question: I have a group that meets weekly and will need the same space each month. Is that possible?

Answer: Usually, the answer is yes: however this is dependent on whether or not a school activity is taking place during the time of your request.

Question: How do I know how much I will be charged for use of the building?

Answer: A fee schedule, which lists the most current rental fees is available on the Facility Use web page. There will be a charge per hour/per room or space used. Any activity which requires a kitchen worker, monitor or custodian will incur an hourly personnel charge with a two hour minimum.

Question: My event was approved, but now I need to make a change to the room/date/time. How do I do this?

Answer: Once the activity has been approved, an OEC may no longer modify the request. Please send an email request to facility_use@beaverton.k12.or.us and the changes will be made for you.

Question: How will our group be invoiced? When is payment due?

Answer: An invoice is generated by the Facility Use Department. It will include charges for time and space used, and any personnel required. The invoice will be sent by email to the organization/person listed as being responsible for payment on the application. Payment is due 30 days after the event. Failure to pay will result in revocation of your facility use abilities.

Question: My coach is a teacher at the school. Why do we have to have a custodian on the weekend or when the school is closed?

Answer: District policy states that whenever any non-District administered group is in the school building, a monitor or custodian must be present for safety and security reasons.



Question: Can I use school supplies and equipment?

Answer: *School supplies may not be used. No school equipment may be used without prior permission and without District personnel present to operate. Personnel and equipment use charges will apply.*

Question: Do I need insurance to rent a space?

Answer: *Yes, Risk Management requires a Certificate of Insurance and policy number before approval of use.*

Question: I am a Beaverton School District employee. Do I have to pay for facility use and do I need a custodian and /or monitor on the weekend or when the school is closed?

Answer: *District employees wishing to utilize District facilities for non-District administered activities, whether acting as an individual or as part of a group, are subject to the guidelines and associated fees for the type of use being requested.*

Question: Do I have to pay for set -up or rehearsal times?

Answer: *Yes. The hours requested on the application are the hours that your group has permission to use District facilities and should reflect all set-up, rehearsal, program and takedown time needed.*

Question: When I arrived for my approved activity, another group was in our assigned space. What should I do?

Answer: *With our scheduling software it is highly unlikely, but not impossible, that two groups were scheduled at the same time. Rather, it is more likely that one of the groups does not have an approved permit to use the facility. If the event is in the school building, contact the Beaverton School District custodian or building monitor for help to rectify the situation. If the usage is occurring outside and you are not able to resolve the situation with the other group, please email facility_use@beaverton.k12.or.us to report the situation.*

Question: Is every room in the school available for use?

Answer: *No. We do not allow rental of our computer, home economics or science labs.*

If you have additional questions, not answered here, please contact our Facility Use Team

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