

# Beaverton School District

Code: KG-AR

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## **COMMUNITY USE OF DISTRICT FACILITIES AND EQUIPMENT**

### **GENERAL**

The District supports strengthening our community and providing enhancements to our own programs through the responsible use of District facilities. District buildings will be available for use by organizations and individual users subject to appropriate charges, if any, related to the operating costs associated with the specific use.

### **PROCEDURE**

An online application for the use of any school or other District facility is required for all individuals or groups. This electronic process is managed centrally by the District via an online portal linked to the District's website. First-time users will create an account by which they can reference all facility use applications.

Upon logging in, users will select an available space/facility for use and submit the request. Supporting documents such as certificates of insurance may be required at this stage. The request will be submitted to the District for approval by building administrator, facilities, maintenance, and risk management personnel. Applicants will receive an email confirming that the use has been approved and the fees associated with the use, if any. Users will be required to accept the Facility Use Agreement and submit payment, including a non-refundable application fee, in order to secure their use of the space/facility.

Schools shall not book events for outside users under the school name unless it is a school-sponsored activity. School-sponsored activities are ones in which District staff directly and completely coordinates, funds, plans, directs and supervises the activity. Schools will require all users to request facility use through the online scheduling system.

### **PROHIBITED USES**

Community use of District facilities is prohibited when that use interferes with instructional programs. In addition, community use of District facilities shall be limited during business hours. The use of schools and other facilities by any organization operated for private gain or any purpose involving private gain shall be permitted only when a worthy educational, civic or charitable purpose will be served and the potential for direct competition with local business organizations is considered and reasonably resolved.

The buildings shall not be used for promotion of political activities of any nature during the hours when school is usually and regularly in session.

The following are not permitted in district facilities or on school grounds:

1. Alcohol, drugs, tobacco, gambling and weapons;
2. Food and beverages are not allowed in auditoriums or computer labs;

## **GUIDELINES FOR LONG-TERM USE OF SCHOOL FACILITIES**

Long-term use of a school will be discouraged because of the wear and tear on the facility and the impact on custodial staff. Regular rental, such as a specific time each week of the year, on a continuing long-term basis may not exceed twelve months.

An organization or group may not use one District facility for the maximum period and then request use of a different District facility. Auditorium usage is not available on a long-term basis.

## **SUPERVISION**

The building administrator is responsible for his/her building at all times and shall ensure that a custodian or building monitor is assigned when a building is in use. A Nutrition Services staff member must be present when kitchen equipment is in use. The availability of a custodian or Nutrition Services staff member will be determined prior to approving a request.

## **FACILITY USE TIERS**

The District encourages the community's use of its buildings for civic and educational purposes. Charges for facility-use shall be assessed consistently; charges are designed to recover any operation costs associated with the specific use. To assist in the assessment of fees and priority of use, the following tier system has been developed.

### **Tier A: BSD Sponsored Activities**

Sponsored, as used in this section, means an activity that the district directly and completely coordinates, funds, plans, and directs, and is staffed by district employees who are or may be paid for their time. With respect to athletics, the event, activity, or contest must occur during the OSAA or corresponding governing body's sanctioned season.

Groups in Tier A will not be charged any rental fees and will not be required to provide insurance as the District's self-insurance covers the activities. The school principal or designee is responsible for assuring building supervision is present during these usages.

### **Tier B**

Organizations and individual users offering activities or events that are free and enrollment or participation is open to the public. Tier B also includes fundraising activities in which the majority of the profits collected go to the school approved PTO or booster organization. Parent groups are

defined as those with charters and by-laws and are commonly referred to as PTAs, PTOs, PTCs and booster clubs.

Groups in Tier B will not be charged any rental fees. Proof of insurance will be required prior to use. Fees may be charged for extra personnel such as custodial staff, security, technology, or equipment usage.

### **Tier C**

Organizations and individual users offering activities or events that charge for admission/participation, collect an offering or donation, or sell merchandise. Groups in Tier C will be charged a rental fee. Proof of insurance will be required prior to use. Fees may be charged for extra personnel such as custodial staff, security, technology, or equipment usage.

### **Tier D**

From time to time it may be necessary and appropriate for the District to negotiate a long term rental/lease agreement that will incorporate appropriate fees and costs associated with the long-term usage. Similarly, the District may enter into inter-governmental and cooperative arrangements related to facility use. The terms and conditions of use by Tier D users will be determined by contractual agreement.

### **Tier E**

Governmental, city, county, and state agency usage. Groups in Tier E will not be charged any rental fees. Proof of insurance will be required prior to use. Fees may be charged for extra personnel such as custodial staff, security, technology, or equipment usage.

## **CANCELLATION OF USE**

Use of schools by organizations shall be canceled when schools are closed due to inclement weather or other emergency conditions. Users will be required to notify their members/participants of any weather or emergency closure.

The District reserves the right to cancel or deny any use when the District deems it to be in the best interest of Beaverton School District. The building principal or his/her designee may stop any activity if in his/her judgment the use violates District policies or procedures, and/or federal, state, or municipal law, or if he/she deems the activity to be hazardous to persons or the facility.

## **ADDITIONAL GUIDELINES**

- Custodial/Building Monitor

A custodian or District building monitor must be on paid duty at all times when the building is being used.

Custodial costs are assessed for time worked outside of the custodian's normal work routine. When custodial time is required, as overtime for extra work, or when a custodian comes into the building when school is normally closed, the custodian fee is charged. A

minimum two-hour fee will be assessed. In addition, custodial fees will be charged for other custodial services that are requested or required.

- Nutrition Services

If kitchen equipment will be used, a Nutrition Services staff member must be present to supervise during times when kitchen equipment is in use.

- Theater Technician

Users requesting the use of stage lighting, sound systems, or other auditorium/theater equipment must pay for a staff/student technician. Only experienced technicians, familiar with the equipment in the school, may operate lighting and sound systems. Building Administrators shall designate technicians approved to operate the equipment at their building.

- The District reserves the right to assign a security monitor or supervisor to an event at a cost to the applicant.

- If a parent group uses an outside vendor for any services performed in/on District facilities in connection with a parent group activity, the parent group must obtain from the vendor, prior to signing a contract, a certificate of insurance. At least 30 days prior to the event, this certificate of insurance from the vendor shall be provided to the Risk Management Office. The Risk Management Office shall review the certificate of insurance and shall have the right to disapprove the vendor if the insurance coverage of the vendor is found to be unsatisfactory.

- Under no circumstances shall a District employee be directly paid by a group using District facilities, nor shall any employee accept payment directly from a user.

- Use of Computers

All use of District computers and printers is strictly prohibited and not included in any facility use application