

# OSBA Model Sample Policy

Code: KG-AR  
Revised/Reviewed:

## Community Use of District Facilities (Procedure and Fee Schedule)

### Availability of Buildings and Fields and Equipment

The district's administrative practice is to make schools and fields available for student use under the direct supervision of responsible adult(s) as the highest priority. School property use should be accomplished while not violating district or OSAA policies, not interrupting school programs or classes, not harming district facilities, and maintaining safe and secure environments for students, staff, and the public.

In addition, the district is vested in supporting community activities of a civic and recreational nature that are deemed appropriate. Use of facilities for partisan, political, or sectarian purposes may be granted with the superintendent's or Board's approval. However, the district reserves the right to grant, deny, or revoke facility use permission at its sole discretion. The priority system, I-IV established access priority and classification identification to district facilities and fee structure:

#### Priority I – District Activities:

1. School Cleaning/Maintenance Schedule – No fees;
2. School-sponsored activities for registered students – No fees unless there is damage or facility/grounds are not cleaned appropriately;
3. District-sponsored activities – No fees;
4. School-sponsored activities for parents – No fees unless facility needs cleaning after event;
5. School-sponsored organizations and groups – No fees unless there is damage or cleaning outside of regular schedule.
6. Programs and activities for all school-age children made up of Fern Ridge School District 28J residents. The programs and activities are directed and supervised by a district employee or district approved adult supervisor.
7. No fees will be charged to Priority I users unless there is **damage or required cleaning/maintenance outside of the regular schedule.**

Sponsorship - Means the sponsoring entity is directly involved in coordinating, funding, planning and operating the activity. Liability insurance is required. Liability insurance must designate the Fern Ridge School District as an additional certificate holder.

**Conditions:** Priority I events must be open to the general public with no contributions solicited for individual staff or private gain. Failure to secure building or setting-off the security system may lead to a fee being assessed for security response.

**Priority II – Recreational and Educational Programs Involving FRSD students:**

1. Example of organizations - T.S.P., Kidsports, Babe Ruth, AYSO, YMCA, USAA, Pop Warner.
2. Building/Classroom rental fees may be assessed if admission or participation fees are charged for the event or participation;
3. A cleaning fee may be made contingent on refuse removal, cleaning;
4. Staff Costs:
  - a. May be assessed if event takes place after regular school hours and staff is needed;
  - b. May be assessed if weekend event or keys and security system access is required as a FRSD qualified staff member must open, perform use audit and close facility;
  - c. May be assessed if kitchen staff are required to be present.

**Conditions:** Fundraisers for school club purposes may be charged a Class II fees if held in or on school premises. Staff sponsored or led classes, sports camps, open gyms, workshops, and tournaments may be charged use fees and utility fees and/or the greater of 10 percent of the participation fees. Proof of insurance is required. Staff costs will be recaptured at a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service and maintenance service with a 2 hour minimum.

**Priority III - Adult and Non-Student Programs**

- Building rental fees assessed for building equipment and field(s) use per district’s identified rental rates;
- Staff costs will be recaptured at a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service and maintenance service with a two hour minimum.

**Conditions:** Adult and non-student events that serve as fundraisers in total support of school programs may be administered similar to Priority II requests. Proof of insurance is required. Non-profit organizations will have priority over for-profit organizations. Student organization will have priority over adult organizations.

**Priority IV - Miscellaneous: Out-of-district organizations, for profit organizations, income generating activities (programs) for individual sponsor or facilitator, etc.**

- The use of school facilities and equipment by any organization or individual operating for private gain, or any purpose involving private gain, may be permitted only upon payment of the greater of district fees or 10 percent of participant charges as determined by the district.

**Rental Application Process:**

A Facility Use Application Form (available at each school or from the reception desk at the district office, 88834 Territorial Road) must be appropriately completed by the requesting group, department, or individual for all activities in all classifications except Priority I. A-D.

1. Pick up Facility Use Application Form at school, the district office, or online;
2. Fill out all portions applicable to your request and sign, complete with your address and phone number;
3. Provide insurance binder and attach to Facility Use Application Form;
4. Return signed request with date(s) and time(s) requested, with proof of insurance, to the district office - Attention: Facilities/Maintenance Manager;
5. Request will be reviewed by the Facilities/Maintenance Manager and Building Administrator. Appropriate fees will be noted. The Facilities/Maintenance Manager or designee will contact the appropriate principal and determine facility availability. If approval is given, the Facility Use Application Form is signed and returned to the applicant with a copy being forwarded to the building principal and business manager;
6. Use of facilities are usually not allowed until a fully executed copy of the application form, proof of insurance and appropriate administrative approvals have been made;
7. Use of indoor facilities may require that a district employee be on duty during the event. The use will be charged for having a district employee work outside of their regular scheduled time. Should the district not be able to schedule a district employee, the Facility Use Application Form will be denied.
8. The district reserves the right to insist on the presence of law enforcement officer should the event or crowd call for such presence. When the district makes such a recommendation the cost of such coverage will be added to the costs and must be deposited prior to the event.

FERN RIDGE SCHOOL DISTRICT 28J  
Rental/Facilities Use Request

Date Submitted: \_\_\_\_\_  
(Must be submitted ten (10) days in advance of activity)

APPLICANT MUST ATTACH A CERTIFICATE OF LIABILITY INSURANCE TO THIS APPLICATION

Name/Organization \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip

Phone Number Home \_\_\_\_\_ Phone Number Work \_\_\_\_\_

Billing Address (If different from above) \_\_\_\_\_

School/Facility Requested \_\_\_\_\_

Room/Area Requested \_\_\_\_\_

Other Equipment/Facilities Requested \_\_\_\_\_

Dates Start/End

Day(s) of the Week

Times

Specify: One-time, Weekly, Monthly, etc.

Starts \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm \_\_\_\_\_

Ends \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm \_\_\_\_\_

Purpose of facility use: \_\_\_\_\_

Supervisor in charge: \_\_\_\_\_ Phone: \_\_\_\_\_ Cleanup Supervisor (If different): \_\_\_\_\_ Phone: \_\_\_\_\_

Admission charge or fee paid by participants or spectators Yes  No

Estimated number of participants \_\_\_\_\_ Estimated number of spectators \_\_\_\_\_

I have read the fees and charges information on the reverse side of this form and agree to be charged accordingly. I agree to be responsible for the safekeeping of the facilities used for this activity and for payment of all charges. I further agree that the district property will be used in accordance with the policy adopted by the Fern Ridge Board. Lessee hereby expressly covenants and agrees to indemnify lessor, its Board of directors, and all other of its officers against all claims and demands for damage for injury to any person or property occurring on the leased property or elsewhere, or any virtue of any act or thing done on the leased property or elsewhere either by the lessee or any other person. Users of district property shall comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Liability Insurance is required. A Certificate of Liability Insurance must be provided prior to the use of the facility.

Proof of Insurance Provided  Yes  No Room Arrangement Discussed  Yes  No  
Date is Available  Yes  No Building Staff Assigned  Yes  No  
Equipment Available  Yes  No

SCHOOL ADMINISTRATOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

FACILITIES/MAINTENANCE MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

For Business Office Only:

Fees Billed: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Fees Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

### FEES AND CHARGES

Area/Location	Priority I	Priority II	Priority III	Priority IV
Classroom	No Fee	No Fee	\$15.00 / Hr.	\$20.00 / Hr.
Library	No Fee	No Fee	\$15.00 / Hr.	\$20.00 / Hr.
Computer Lab	No Fee	No Fee	\$25.00 / Hr.	\$30.00 / Hr.
Cafeteria	No Fee	No Fee	\$15.00 / Hr.	\$20.00 / Hr.
Kitchen	No Fee	No Fee	\$20.00 / Hr.	\$40.00 / Hr.
Theater (EHS Only)	No Fee	No Fee	\$15.00 / Hr.	\$20.00 / Hr.
Gymnasium	No Fee	No Fee	\$25.00 / Hr.	\$30.00 / Hr.
Grass Field	No Fee	No Fee	\$20.00 / Hr.	\$30.00 / Hr.
*Athletic Complex (level 1)	No Fee	No Fee	\$25.00 / Hr.	\$35.00 / Hr.
*Athletic Complex (level 2)	No Fee	No Fee	\$50.00 / Hr.	\$60.00 / Hr.
*Athletic Complex (level 3)	No Fee	TBD	\$75.00 / Hr.	\$100.00 / Hr.
*Athletic Complex (level 4)	No Fee	TBD	\$100.00 / Hr.	\$200.00 / Hr.
*Athletic Complex (level 5)	No Fee	TBD	\$150.00 / Hr.	\$250.00 / Hr.
<b>Equipment Rentals</b>				
Tables	\$5.50/per table			
Chairs	\$0.50/per chair			

- \* **“No Fee” definition:** No cost to rent, however a charge **MAY** be assigned as determined by the facilities manager if cleaning is required outside of the regular schedule. The cost is only intended to recover any costs the district may incur. A charge **WILL** be assigned for Priority II events if the event has an admission charge, or fees are being charged to participate. E.g. (hunter safety, athletic skills camp).
- \* Athletic complex (level 1) - Only includes the use of the track. No equipment, restroom, etc. will be provided. Throws area is a separate charge.
- \* Athletic Complex (level 2) – Includes use of the turf field. No equipment, restrooms, scoreboard, etc. will be provided.
- \* Athletic Complex (level 3) – Includes use of the track/turf facility and **Includes** one gender neutral restroom, scoreboard access, and game equipment.
- \* Athletic Complex (level 4) – Includes all of level 3 **plus** access to both larger restrooms.
- \* Athletic Complex (level 5) – Includes all of level 4 **plus** exclusive access to the facility during your event. The space will not be open to the public.

**Additional Fees (if applicable):**

Supervision: Costs vary on specific needs and contractual rates. Determined upon application approval.

Special requests: Costs determined based on request.

Custodial Clean-up: Costs vary based on availability and contractual rates. Determined upon approval.

**Priority System Use of Facilities:**

Priority I – School District Activities

Priority II – Recreational and Educational Programs involving mostly FRSD Students

Priority III – Adult and Non-Student Recreational and Educational Activities

Priority IV – Miscellaneous: Income generating, profit activities/programs for individual sponsor, facility or organization

## Facility Use Expectations

Thank you for your interest in utilizing the facilities at Fern Ridge School District. I hope that your experience was positive and that you will consider us again in the future. To help ensure that our schools are ready for students, there are a few cleaning expectations associated with facility use.

### Gym

- Sweep, clean, close bleachers
- Chairs and score table put away
- Sports equipment put away (nets, posts, pads, balls, etc.)
- Sweep (dust mop) gym floor
- All garbage taken out to dumpster
- Cans/bottles in recycle bins

### Fields

- Sports Equipment put away (nets, balls, pads, etc.)
- All garbage taken to dumpster
- Fields picked up (water bottles, clothing, etc)

### Restrooms/ Locker Rooms

- Pick up trash on floor - sweep/spot mop if needed
- Quick check of sink and stalls - wipe down if needed
- Ensure that Showers are turned off

### Hallways / Commons

- Pick up trash
- Cans/bottles in recycle bins
- All garbage taken to the dumpster
- Sweep/Spot mop if needed

### Classrooms (Including Theater / Cafeteria)

- All garbage taken out to dumpster
- Cans/bottles in recycle bins
- Chairs, tables, desks put back the way they were found

### There will be a cleaning cart at each school that will have the following supplies:

- Gloves
- Broom/Dustpan
- Garbage Bags
- Paper Towels
- Spray Cleaner
- Mop/Mop Bucket (with solution)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name:

\_\_\_\_\_

### General Rules

1. Groups will not be admitted until their scheduled time and the designated adult supervisor is present;
2. Access to district facilities is to compliment and is secondary to district maintenance schedule;
3. Equal opportunity will be given under the open forum concept and equal access laws for use of facilities with priority given to Priority I through Priority IV respectively;
4. Organizations using facilities need to have an adult supervisor. The district is not responsible for supervising students other than during normal school hours. A fee will be assessed if school staff has to supervise students;
5. Security codes and keys are not to be given by anyone to persons not on district staff inclusive of family members for their private use of facilities or unless approved by Facilities/Maintenance Manager;
6. The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities. Use of tobacco products is prohibited on school property;
7. Deposits are due at the time the use permit is approved. Billings are done at the close of the month and are due within 10 business days or interest will be assessed. Payments are to be made to the district;
8. A detailed copy of the district policy and administrative rule is available upon request to the district office;
9. All users of district facilities shall comply with all restrictions placed on the facility by the fire marshal;
10. All users of district facilities must comply with all federal and state regulations related to equal opportunity and discrimination;
11. Billing for custodial, maintenance or supervision may be required for use of facilities. Staff costs may be charged up to a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service, and/or maintenance service as well as 3-hour call if alarm system is engaged;
12. Users will be billed repair/replacement costs for damages incurred during use of facilities;
13. District may require the employment of a law enforcement officer. The rate is fixed by Lane County and is to be paid at the time the use permit is approved;
14. Deposit: The district reserves the right to ask for a deposit as a condition of rental/use in order to offset potential costs that may result as a consequence of the use of district equipment or facilities. Said deposit should be of reasonable amount based on the potential costs generated by the size of event, the amount of room filed or equipment use, the use of utilities and electricity, trash removal and the potential for calling out employees after regular hours. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicants. If costs in excess of the deposit are incurred the lessee is responsible for their payment;
15. The district is to access additional fees for energy charges, water charges, custodial supplies, garbage collection or additional cleanup. Facilities will be rented without heat or cooling unless provisions for payment are made in advance;
16. Playing fields are rented “as is.” If preparation work is required, labor and materials may be charged. The district’s prior approval is required prior to any preparation work done on district fields;
17. If needed, applicant is to order and pay for portable restroom units. The district is not responsible for any damage done to portable restrooms;
18. Parking lot fees will not be assessed without district prior approval;
19. There will be no camping, open fires, vending, or RV camping on district property without the district’s prior approval;
20. The district may assess a percentage of fundraising proceeds in lieu of fees for groups utilizing district property for fundraising for their group or organization;
21. Any dangerous weapon brought onto district premises, possessed, concealed, or used by an unauthorized individual will result in prosecution to the full extent of the law (federal and state) and the person being informed that they are not to trespass on district property.

