

North Santiam School District

Code: **KG**
Adopted:

Community Use of District Facilities

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education and service activities. The following categories have been determined in order of priority for building and grounds usage:

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities related to the extracurricular K-12 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Youth-related nonschool activities;
5. Adult-related nonschool activities.

The Board expects the users to treat the facilities with respect. A *Building Use Request* form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines on the *Building Use Request* form. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate administrator, building custodial staff and facility user.

Rental Charges and Approval of Use

All district facility rentals will be approved by the superintendent or his/her designee. Fees for the use of district facilities will be determined by the superintendent based upon the rental charges and personnel fees approved by the Board.

Requests must be resubmitted if the user desires to continue usage every year.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy. The superintendent will encourage the involvement of staff, parents and the community in the development of specific building-use regulations.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.172](#)

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