

**A G E N D A**  
Special Meeting of the  
**BOARD OF DIRECTORS**  
Corvallis School District 509J

Meeting Details: Monday, November 16, 2009, 6:30 p.m. in the Board Room of the Central Administration Building, 1555 SW 35<sup>th</sup> Street, Corvallis, OR, 97333.

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. NEW TEACHER MENTOR PROGRAM
- IV. PUBLIC TESTIMONY REGARDING ALL-DAY KINDERGARTEN
- V. ADMINISTRATIVE REGULATION **KG-AR** – COMMUNITY USE OF DISTRICT FACILITIES (Now known as Facility Usage Rules and Procedures)
- VI. ADJOURNMENT

Corvallis School District 509J  
Board of Directors

**BOARD MEETING DATE:**           **November 16, 2009**

**FOR INFORMATION**

**SUBJECT:   Administrative Regulation KG-AR – Community Use of District Facilities  
              (Now known as Facility Usage Rules and Procedures)**

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**BACKGROUND INFORMATION:**

The Facilities and Maintenance Department, in conjunction with the Superintendent's Facilities Advisory Committee, revised Administrative Regulation KG-AR – Community Use of District Facilities.

The result is a far more comprehensive set of procedures for the intermittent user of district facilities. Included is a fee schedule and forms for rules of conduct and application for free use.

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**CONTACT PERSON:**       Greg Lecuyer

**FACILITY USAGE RULES AND PROCEDURES**  
**COMMUNITY USE OF DISTRICT FACILITIES**

**I. POLICY STATEMENT**

The district cooperates with the community in providing use of the district facilities when possible without interference with the education and activity programs of the schools or the requirements for maintenance, operation, safety, and security of the physical plant and grounds.

**II. APPLICATION PROCEDURE**

Groups wishing to use district facilities must complete a facility use application, which may be obtained from the site's building use coordinator. To assure reservations of the facility, the application shall be submitted to the school or building office far enough in advance to allow ample time to properly plan for the use of the facility, preferably 15 working days before the scheduled event, but no more than six months in advance of use. (Long-term users with contracts are excluded and fall under a separate agreement. For information regarding long-term contract use contact the Facilities and Maintenance Division.) The application must be signed by the building use coordinator, approved, and on file in the Facilities and Maintenance office prior to usage of facilities.

Proof of liability insurance also is required for long-term users (use occurring for a period lasting more than three months) and intermittent users (use occurring at irregular intervals and/or over a time period of three months or less) and must be submitted to the Facilities office after the facility use application has been approved, and at least one business day prior to the use of the facility. Refer to the following sections for insurance requirements.

- VIII. Hold Harmless Agreement
- IX. Insurance Requirements

The facilities only can be used after the appropriate forms have been completed.

Subject to section III. Availability, it is the building administrator's responsibility to ascertain that the proposed activity:

- A. Will not be harmful to the school facility.
- B. Will not interrupt the school's programs.
- C. Will appropriately fit into the building use calendar.
- D. Will have adequate and appropriate supervision.
- E. Will not cause or allow a breach in security.
- F. Will comply with section XIV. Priority Use.
- G. Has a required clause to hold harmless the district.

The approved application supersedes any prior representations or agreements.

### **III. AVAILABILITY**

- A. The district reserves the right to grant or deny permission for use of facilities at its sole discretion.
- B. Use of district facilities for church, partisan, political, or sectarian purposes may be granted; however, such approval does not imply district endorsement or sponsorship of these activities.
- C. Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.
- D. Unauthorized use of the district facilities or failure to comply with the facility use application or administrative regulation may result in cancellation of application or denial of any future use.
- E. Nothing shall be sold, given, exhibited, or displayed unless prior written permission is granted by the district.
- F. Priority will be given in accordance with the guidelines established in Section XIV. Priority Use.
- G. If admission is charged, the district charge for the use of the facility will be the standard fee plus 15 percent of the gross gate. Donations and pledges are not considered admission fees.
- H. Summer use must be scheduled with the building at least five business days prior to the last day of school.

### **IV. CANCELLATION**

Request for the cancellation of the application shall be made to the building use coordinator or the Facilities and Maintenance office no less than 48 business hours preceding the scheduled use of the facility. A regular charge shall be made in accordance with the usage application for the facility engaged and not used unless such notice to cancel is given.

The Board authorizes the superintendent/designee to cancel building use applications when it is apparent that such action is necessary for the best interests of the district. Whenever possible, the district will provide at least a 48-hour cancellation notice if a group's approval to use a facility must be revoked. Should a facility be closed due to loss of utilities, inclement weather, and/or other considerations, every effort will be made to communicate said closure and the facility use fee will be returned.

### **IV. SUPERVISION**

All groups using any facility will provide supervision. The building administrator/designee will determine and insert on the building use application the level and type of supervision required and may require that a district employee be present. A district staff representative likely will be required whenever a large group or many children will assemble, or in other situations in which potential for harm to person or property is high. Disagreements regarding the level of supervision required that cannot be resolved

between the requestor and the building administrator/facilities manager should be appealed to the superintendent/designee.

When supervision by a district employee is requested or required the sponsoring group will be charged \$30.00 per hour for food service or other qualified employees. All district employees who are hired by the district to supervise will be paid through the district payroll department.

The district reserves the right to require certified security and/or law enforcement services at any event the administration deems necessary in its sole discretion and to charge the user the actual cost incurred by the district.

## **VI. SECURITY**

District keys or keycards are not to be shared or given to non-district employees without appropriate record keeping and accountability. If the building administrator deems it necessary to issue a key and/or keycard, a \$25.00 deposit is required. The deposit will be retained at the school; it will be refunded when the key and/or keycard is returned or will be forfeited if the key and/or keycard is not returned by the date specified. Keys and keycards must be returned promptly.

## **VII. SAFETY, LIABILITY, AND CARE OF FACILITIES**

Putting up decorations or scenery or moving pianos or other furniture is prohibited unless written permission is granted and inserted on facility use application. The use of school equipment and/or furniture is not included in the facility use application and is prohibited unless written permission is included in the facility use application. All electrical equipment and arrangements shall be controlled by the district or its representatives.

Representatives of the district must have access to all rooms at all times. The building administrator, designated supervisor, or facilities manager/designee has the right to stop any activity at any time if in his or her judgment there is a violation of Rules of Conduct for Use of District Facilities, KG-AR section XIII., or if the activity is deemed to be hazardous to personnel, property, equipment, or participants.

Any damages to district (e.g., grounds, building, or equipment) shall also be assumed by the user. If damages occur during the use of a facility, documentation must be provided by the event supervisor detailing the date, time, location, nature of the damage, and the responsible party. The building administrator and the Facilities and Maintenance office should be notified immediately and photos taken if possible.

Returning the facility and/or grounds to the condition it was prior to usage, including cleanup and the return of all keys and/or keycards is the responsibility of the user. Failure to comply will result in additional charges, including the cost of cleanup, repair, re-keying, and possible denial of future facility use.

The maximum number of people permitted in the various buildings or facilities shall be restricted to any and all fire marshal requirements of the National Fire Protection Association (NFPA).

The district assumes no responsibility for personal properties left on the premises.

### **VIII. HOLD HARMLESS AGREEMENT**

User shall release, indemnify, and hold harmless Corvallis School District, its directors, officers, and agents, from any and all claims and liabilities (including costs and attorneys fees) arising out of or in connection with User's use of Corvallis School District facilities. The release and indemnity agreement is intended to release Corvallis School District from any and all claims and liabilities, including but not limited to negligence by the Corvallis School District. This agreement shall appear on the application.

### **IX. INSURANCE REQUIREMENTS**

Long-term users (use occurring for a longer period than three months) shall maintain liability insurance in the amount of not less than \$1,000,000 for comprehensive general liability including bodily injury or death and property damage per occurrence and not less than \$2,000,000 aggregate. User shall also provide workers' compensation coverage that satisfies Oregon law for their subject workers. The district shall be named as an additional insured and provide the district with 30 calendar days' written notice of cancellation or material modification of the insurance contract. A certificate of liability insurance with additional insured endorsement shall be provided by the user upon approval of the signed facility use application and on file in the Facilities office by one business day prior to the event.

Intermittent users (use occurring at irregular intervals and/or over a time period of three months or less) may apply for a waiver of insurance.

If the request is made in writing, exceptions for lower limits of insurance may be granted with the approval of the district's Risk Management office. User may need to consider purchasing event insurance from an insurance carrier.

Any organization sponsoring the use of a building and/or grounds shall assume liability for any accidents that occur upon the grounds or in the building during the times such facilities are in use under its direction.

### **X. SPECIALIZED FACILITIES, EQUIPMENT, AND USAGE**

#### **A. Gyms and Multipurpose Rooms**

Appropriate (non-marking) gym shoes are required for all participants involved in active sports and games.

## **B. Weight Rooms/Mat Room with Climbing Wall**

Non-district use of weight rooms and the mat room with the climbing wall at Linus Pauling Middle School (LPMS) have special potential of injury to person or damage to property. Therefore, all weight rooms and the LPMS mat room with climbing wall are not available for use.

## **C. Kitchens and Cafeterias:**

1. For activities that would not involve actual food preparation or operation of kitchen equipment (e.g., receptions), access to kitchen facilities will be allowed only under the supervision of an appropriate school employee whose responsibility would be to consult with the district's kitchen manager prior to the activity and to see that kitchen facilities are left as mutually agreed. Supervision would be an additional charge, as referenced in KG-AR section V.
2. For activities involving actual food preparation, district employed kitchen workers must be present. The actual number required depends upon the activity and must be determined by the district Food Service kitchen manager or director at an additional charge, as referenced in KG-AR section V.
3. Food labs are restricted and not available for use.

## **D. Computer Labs, Technology Classrooms**

Non-district use of computer labs or technology classrooms (e.g., auto, wood, etc.), or arts rooms (e.g., photo, ceramics, jewelry labs) have special potential for damage to property or theft, as well as liability, and is generally prohibited.

The district electronic communication system has not been established as a public access service or a public forum. Commercial and/or inappropriate personal use of the district's system is strictly prohibited.

## **E. Playing Fields**

Users renting playing fields without access to restroom facilities may be required to provide portable restrooms and garbage service for participants. Failure to comply will result in denial of future use. The district also reserves the right to restrict the use of fields due to weather or over-use.

## **F. Administration Office**

The Corvallis School District 509J administration buildings are not available for outside use.

## **G. District Theaters**

A separate facility use policy exists for the use of district theaters. Applications can be made by contacting the district theaters manager.

## **XI. RATE CATEGORIES**

### **A. Groups Granted Free Use**

The following groups, organizations, or activities will be granted free use of district facilities providing such use shall in no way interfere with or be detrimental to school functions. Such free use will be limited to those times when a district employee is on regularly scheduled duty. A charge will be made for the use of the facility when a district employee is required to be present or when extra heating, utility costs, or cleanup are incurred beyond the normal operating hours.

1. Parent club meetings and activities.
2. After-school district sponsored activities.
3. Wellness activities for district employees only.
4. Fundraising activities for educational, athletic or fine art purposes benefiting district programs.
5. Educational meetings or conferences pertaining to the operation of the district.
6. Other groups or organizations may apply for a granted free or reduced rate by submitting a Free Use or Reduced Rate Request form annually.

### **B. Groups Granted a Reduced Rate**

1. **Specialized Instruction**  
Individuals who provide individual instruction to enhance academic, athletic, or fine arts achievement of district students will be required to follow the facility use application procedure and submit proof of liability insurance or a signed waiver of insurance. The building administrator must approve all applications before any tutoring can take place. In lieu of a permit fee, the tutor shall pay 15 percent of whatever he/she charges students.
2. **Other Groups**  
Other groups or organizations may apply for a granted free or reduced rate by submitting a Free Fee Use or Reduced Rate Request form annually. The requests will be accepted or rejected depending on whether they advance the district's education goals.
3. **Groups Expected to Pay Regular Rate**  
The following groups, organizations, or activities will be expected to pay regular rate, as prescribed by the district's fee schedule.

- a. Schools other than those in the district.
- b. Political organizations.
- c. Commercial organizations.
- d. Religious organizations.
- e. Professional organizations.
- f. Fraternal organizations.
- g. Outside Labor Unions.
- h. Social groups.
- i. Recreational groups not covered by long-term use agreements.
- j. Fund raising activities where the net proceeds are identified and retained for the direct benefit of the patron.

**4. Payment on Approval of Permit**

Payment, when required, for use of a district facility shall be made to the district business office upon application approval, unless special arrangements have been made previously. Failure to pay will disqualify the group or user from use of district facilities.

**XII. FREE FEE USE OR REDUCED RATE REQUEST FORM**

All users requesting free use or use at a reduced rate must fill out and submit a Free Use or Reduced Rate Request for Corvallis School District 509J Facilities form. The form must be submitted with the users application to the facility they are requesting to use and must be approved by the building administrator before being submitted to the Facilities and Maintenance office for final approval.

**XIII. RULES OF CONDUCT FOR USE OF DISTRICT FACILITIES**

- A. Users are required to sign the Rules For the Use of district Facilities statement before facility use is granted (see Attachment D).
- B. The facility use application shall list any exceptions to the rules and regulations covering the community use of buildings or grounds.

**XIV. PRIORITY USE**

The district supports the community education concept, encouraging the use of district facilities by the community for recreation, education, and service activities. There is a strong desire to be supportive of as many services and opportunities for patrons as possible. The district acknowledges that community programs and groups must work together collaboratively to ensure the success of all programming options.

The district reserves the right to restrict use of facilities at any time during the year due to condition and safety. Notice will be posted and every effort will be made to contact groups with pending reservations should facilities be closed.

The district additionally reserves the right to cancel outside use of facilities due to loss of utilities, inclement weather, and/or other considerations. Every effort will be made to communicate said closures.

Unused facilities may be rented under conditions separate from the guidelines described within this document; unused classrooms within facilities currently operating as 509J schools may also be leased to community groups fostering a preschool opportunity that fits the needs of the district or school, e.g., preschools operating in elementary schools.

Long-term (longer than three months) rental/leases of district facilities (both active schools and inactive facilities) require a negotiated contract and will be reviewed on a case by case basis with specific review as to the potential impacts on the educational environment. The guidelines noted within this document are intended for use specifically with short-term situations.

#### **A. Key Considerations for Developing Priorities**

1. Does it serve our students?
2. Does it help our students meet identified achievement goals?
3. Does it promote better learning for our students?
4. Does it promote an opportunity for all to learn skills and sportsmanship?
5. Does it meet community's need for after school care and help keep our students safe and supervised?
6. Does it serve the needs of the community?

#### **B. School Day Priorities**

1. First priority will be given to Corvallis School District programs. No outside use will be considered until district program needs, including athletics and activities, are met. Student program needs will outweigh the needs of programs focused on staff.
2. Second priority will be given to district-sponsored programs operating for the benefit of district students.
3. Third priority will be given to volunteer organizations with the primary focus to support district students in district curriculum.
4. Other outside uses during the school day are generally prohibited.

#### **C. Non School Day and After School Day Priorities**

1. First priority will be given to Corvallis School district programs. No outside use will be considered until district maintenance and educational program needs (including, but not limited to parent open houses, performances, athletics, and activities) are met. Student programs will receive priority scheduling over adult/staff programs.
2. Second priority will be given to district-sponsored programs operating for the benefit of district students.

3. Third priority will be given to non-profit programs designed to build skills of district students in non-cut/all-play activities allowing every interested student to participate.
4. Fourth priority will collaboratively take into consideration the need for non-profit programs designed to develop skills of district students in competitive activities and non-profit adult recreation.
5. Fifth priority will be given to non-profit groups and government organizations conducting activities for adults, or intended for mixed adult and youth participants.
6. Sixth priority will be given to organized groups not recognized as non-profit or private individuals engaging in activities for the benefit of students and community patrons.
7. Final priority is fund-raising activities, with priorities given first to non-profit groups, then to private individuals, and lastly, to for-profit organizations.

#### **D. Additional Guidelines**

1. Meetings will be held seasonally for the purpose of allocating facilities and fields. Meeting dates and times will be determined by the Facilities and Maintenance office. Participants will include representatives from the Corvallis School District 509J and contracted community partners such as Boys and Girls Club and the City of Corvallis.
2. Practices for individual teams within priority programs may be limited so the district's available space serves as many community needs as possible.
3. Age-appropriate placement is advised whenever possible (i.e., middle school aged programming should be scheduled at a middle school, elementary programming should be scheduled at an elementary school). It is recommended that adult activities be placed at either high school or middle school facilities.
4. Age-appropriate timing is preferred.

#### **XV. FEE SCHEDULES**

A minimum base fee is charged for the first three hours with an additional hourly fee after that. Fees include user's set up and break down times needed to access the building or grounds. Fees also are determined by school days, non-school hours, and non-school days. Non-school days are charged at a higher rate than school days, non-school hours. Additional fees may be charged to the user if supervision, kitchen, or custodial staff is required.

**FACILITY USAGE FEES—Attachment A**

	<b>School Days (non-school hours*)</b>		<b>Non-School Days*</b>	
	<b>Base Rate First 3 Hours</b>	<b>Each Extra Hour</b>	<b>Base Rate First 3 Hours</b>	<b>Each Extra Hour</b>
<b>ELEMENTARY/K-8 SCHOOL FACILITIES</b>				
Classroom	\$ 44.00	\$ 10.00	\$ 72.00	\$ 20.00
Cafeteria	\$150.00	\$ 24.00	\$240.00	\$ 50.00
Cafeteria & Kitchen**	\$210.00	\$ 30.00	\$300.00	\$ 60.00
Gymnasium	\$200.00	\$ 36.00	\$340.00	\$ 58.00
Classroom w/computers***	\$ 90.00	\$ 30.00	\$320.00	\$ 48.00
<b>MIDDLE SCHOOL FACILITIES</b>				
Classroom	\$ 44.00	\$ 10.00	\$ 72.00	\$ 20.00
Special Classroom (shops, etc)	\$ 72.00	\$ 20.00	\$120.00	\$ 38.00
Cafeteria	\$210.00	\$ 30.00	\$330.00	\$ 60.00
Cafeteria & Kitchen**	\$290.00	\$ 42.00	\$410.00	\$ 82.00
Gymnasium	\$270.00	\$ 60.00	\$480.00	\$ 88.00
Classroom w/computers***	\$ 90.00	\$ 30.00	\$450.00	\$ 80.00
<b>HIGH SCHOOL FACILITIES (including Harding)</b>				
Classroom	\$ 44.00	\$ 10.00	\$ 72.00	\$ 20.00
Special Classroom (shops, etc)	\$ 72.00	\$ 20.00	\$120.00	\$ 38.00
Cafeteria	\$210.00	\$ 30.00	\$330.00	\$ 60.00
Cafeteria & Kitchen**	\$290.00	\$ 42.00	\$410.00	\$ 82.00
Small Gymnasium				
Gymnasium	\$270.00	\$ 60.00	\$480.00	\$106.00
Classroom w/computers***	\$ 90.00	\$ 30.00	\$480.00	\$106.00
<b>Special Use Permit Fee (all facilities)</b>	<b>\$ 50.00 Per Day</b>			

District Athletic Fields Charge has a separate schedule listing charge by field.

District Theaters have a separate rate sheet that can be obtained from the District Theaters Office.

(Minimum base rate of three hours will be charged.)

\*Supervision or Custodial coverage may be required on non-school days at an additional rate of \$30/hour

\*\*Cafeteria and Kitchen - Permission from Food Service/additional charge for kitchen supervisor required

\*\*\*Classroom with computers - Additional permission required for security purposes

**FACILITY USAGE RULES AND PROCEDURES**  
**COMMUNITY USE OF DISTRICT FACILITIES—KG-AR**  
 (continued)

**FIELD USAGE FEES—Attachment B**

	School Days (non-school hours*)	Non-School Days*		
	Rate	Each Additional Hour	Rate	Each Additional Hour
<b>ELEMENTARY/K-8 SCHOOL FACILITIES</b>				
All fields per field	\$ 60.00 per day	n/a	\$ 60.00/Day	n/a
<b>MIDDLE SCHOOL FACILITIES</b>				
Football Field	\$ 60.00 base rate	\$ 18.00/hr	\$ 60.00 base	\$ 18.00/hr
Track	\$ 60.00 base rate	\$ 18.00/hr	\$ 60.00 base	\$ 18.00/hr
All other fields per fields	\$ 60.00 per day	n/a	\$ 60.00/day	n/a
<b>HIGH SCHOOL FACILITIES</b>				
CVHS Football Field	\$ 60.00 base rate	\$ 18.00/hour	\$60.00 base	\$ 18.00/hr
CVHS Track	\$ 60.00 base rate	\$ 18.00/hour	\$60.00 base	\$ 18.00/hr
*CHS Artificial Turf/Track	\$ 85.00/hour	\$ 85.00/hour	\$ 85.00/hr	\$ 85.00/hr
Baseball Fields	\$ 60.00 base rate	\$ 18.00/hour	\$ 60.00 base	\$ 18.00/hr
Softball Fields	\$ 60.00 base rate	\$ 18.00/hour	\$ 60.00 base	\$ 18.00/hr
Soccer Fields	\$ 60.00 base rate	\$ 18.00/hour	\$ 60.00 base	\$ 18.00/hr

(Minimum base rate consists of the first three hours)

Certificate of Liability Insurance required.

Supervision or Custodial coverage may be required on non-school days at an additional rate of \$30/hour

\*CHS Artificial Turf/Track subject to approval by Athletic Director & Facilities.

**FACILITY USAGE RULES AND PROCEDURES**  
**COMMUNITY USE OF DISTRICT FACILITIES—KG-AR**  
(continued)

**Attachment C**

**Request must be received 15 business days prior to your event**



**Free Use or Reduced Rate Request  
For Corvallis School District 509J Facilities**

**Requesting Organization** \_\_\_\_\_ **Date** \_\_\_\_\_

Organization Description (check one):

- Non-profit, tax exempt status designation (attach copy of IRS certification)
- Corvallis School District 509J
- Benton County/City of Corvallis
- Business
- Individual

Organization Representative (print name) \_\_\_\_\_  
(First) (Last)

Mailing Address (print) \_\_\_\_\_  
(Street or PO Box)  
\_\_\_\_\_  
(City) (State) (Zip)

Daytime Contact Number ( ) \_\_\_\_\_

Requesting (please check one or both):  Free Use  Reduced Rate

Briefly describe the activity for which you are requesting free use or fee reduction of a facility:

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Application request attached  Certificate of liability insurance attached

**For Office Use Only**

1. Organization meets the basic eligibility requirements for a fee exemption/reduction?  Yes  No
2. Are permits approved for the dates and times requested?  Yes  No
3. Will the district incur extra costs (i.e., additional staff time) if this fee exemption is granted?  Yes  No  
(If "yes" approximately how much additional cost and for what?) \$ \_\_\_\_\_ for \_\_\_\_\_
4. What is the projected rental value of the facility use (if available)? \$ \_\_\_\_\_
5. The recommendation regarding this rental fee exemption or reduction request is:
  - Approved Free Use / Reason: \_\_\_\_\_
  - Approved Reduced Rate / Terms of reduction: \_\_\_\_\_
  - Denied / Reason: \_\_\_\_\_

**Building Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Facilities Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

This application for an exemption/reduction of rental fees is:  Approved  Denied

Reason Denied \_\_\_\_\_

**FACILITY USAGE RULES AND PROCEDURES**  
**COMMUNITY USE OF DISTRICT FACILITIES—KG-AR**  
(continued)

**Attachment D**

**Corvallis 509J Public School District**  
**Rules For the Use of District Facilities**

Violation of any of the following rules may lead to cancellation of the facility use application and denial of any future use.

1. All groups will provide adequate and appropriate supervision.
2. Any organization sponsoring the use of the building or grounds shall assume all liability for any accidents that occur upon the grounds or in the buildings.
3. Participants are not to enter the building until the time specified in the facility use application.
4. All participants and the accompanying audience are to remain in the agreed upon area as described by the facility use application.
5. Use, possession or sale of alcoholic beverages or illegal substances is prohibited anywhere on district property. This also includes any usage of these substances inside private vehicles.
6. Use, possession or sale of tobacco or illegal substances is prohibited anywhere on school district property. This also includes any usage of these substances inside private vehicles.
7. The user is responsible for control of the audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property.
8. Harassment of school district personnel or other users of the facility may be cause for the cancellation of the facility use application.
9. Failure to return a key in a timely manner may result in forfeiting the key security deposit.
10. Unauthorized use of district facilities or failure to comply with all the conditions of the facility use application or policy will result in cancellation of the application and denial of future facility use.
11. The building and grounds being used are to be left in good condition. Litter and spills are to be cleaned up by the user or an additional fee will be charged to the user.
12. Abuse of gym equipment such as backboards, rims, nets and bleachers will not be tolerated and may lead to the cancellation of the facility use application and denial of future facility use.
13. district programs have priority for the use of facilities and may cause cancellation of use by outside groups.
14. Banners and advertising must comply with district standards and applicable board policy.
15. Parking of motorized vehicles is prohibited on district fields.
16. Any use of any type of open flame cooking devices requires prior special approval.
17. User and attendees must abide by school board policy KGB, Public Conduct on District Property.

I have read and agree to these rules.

Group or Organization: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

It is mutually understood in this agreement that the user will abide by all Corvallis School District rules governing community use of district facilities and be totally responsible and liable for user's activities. User agrees to indemnify, defend and hold harmless Corvallis School District 509J from any and all liability arising from any act or omission related to the use of district facilities, including, but not limited to the content or any activities occurring on district property. It is further understood that the area used will be left in an orderly condition, and that the organization will assume full responsibility for any unnecessary breakage or destruction of property beyond normal use. A Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate for long-term users is required and must accompany this form.

**FACILITY USAGE RULES AND PROCEDURES**  
**COMMUNITY USE OF DISTRICT FACILITIES—KG-AR**  
(continued)

As described in Board policy KG, the Corvallis School District Board of Directors supports the community education concept and encourages the use of district facilities by community members for recreation.

**PURPOSE**

The purpose of this administrative regulation is to establish guidelines in the review and approval of permits for Community Use of District Facilities. This document also provides a methodology to permit free use, where appropriate, while minimizing the financial impact of public use of facilities.

The Corvallis School District operates facilities that are available to the public. These facilities are used for a variety of programs including recreation, community events, meetings, classes, and social gatherings.

This administrative regulation applies to intermittent use of facilities only. Groups requesting use longer than three months shall be identified as long term users and shall be required to enter into a contract regarding long term building use.

**DEFINITIONS**

**Regular Use Facility**—All cafeterias, auditoriums, gymnasiums, common areas of buildings, and non-secured athletic facilities and grounds operated and maintained by the Corvallis School District NOT designated a special use facility.

**Special Use Facility**—All classrooms, kitchens<sup>+</sup>, theaters, and secured athletic facilities and grounds operated and maintained by the district. Special use facilities require a security deposit and Contract for Services in addition to a permit for use.

**Permit**—An application form approved or authorized by the Auxiliary Services Department for a specific use of a district facility (both regular and special use).

**Contract for Facility Use and Services**—A contract for use of facilities for a duration of greater than three months or for use of special use facilities.

**Permit Fee**—Payment for use of a district facility (both regular and special use).

**Security Deposit**—A portion of the estimated total fees described in the Contract for Facility Use and Services, payable by the permit holder at the time the Contract for Facility Use and Services is signed. Portions of this deposit not used to defray additional costs due to damage or abuse of the special use facility may be applied to the permit holder's account balance as indicated in the individual Contract for Facility Use and Services. Return of security deposit in the event of a cancellation will be specified within the contract.

**GUIDELINES**

The Corvallis School District will have priority use of all facilities and reserves the right to cancel any permit previously granted should the facility be needed for educational activities or in cases where the facility may be unfit for use. Additionally, the district reserves the right to close access to facilities due to unforeseen or uncontrollable events such as acts of nature or funding issues.

All community users must pay to use district facilities. The only exemption to paying a fee is outlined below in the section labeled Permit Fee Exemptions/Free Use Request. The fees offset costs incurred by the district.

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<sup>+</sup>Central Kitchen is not available for use

**FACILITY USAGE RULES AND PROCEDURES**  
**COMMUNITY USE OF DISTRICT FACILITIES—KG-AR**  
(continued)

The use of buildings or properties of the district will not be granted to any organization or individual if there is a prima facie showing that the organization or individual will use said facilities for or in the promotion of illegal activities.

The Corvallis School District retains the right to deny anyone or any group further access to any facility due to a security breach, damage to facilities, or other improper actions. Problems associated with user groups will be documented.

The use of alcoholic beverages, tobacco, and illegal drugs, in any form, is prohibited in district buildings and on district grounds.

The rules pertaining to district grounds, stated in current board policy, apply to all users.

Users are responsible for setup and cleanup, damage to the facility, and liability insurance.

Unless otherwise specified in a separate Contract for Facility Use and Services, users granted a permit for use are required to give one week prior notice in the event of a cancellation. If notice is not received within one week, the user may be charged the estimated permit fee and any related personnel costs.

The advertising or sale of merchandise in buildings or on school grounds by non-students will not be permitted, except with the consent of the Auxiliary Services Department and/or principal. (Also refer to Board policy KI.)

For reasons of health, safety, and appropriate use of school buildings, all activities scheduled in such buildings are subject to review by the Director of Auxiliary Services or designee.

The maximum number of people permitted in auditoriums, gymnasiums, and cafeterias (or any posted area) in the various buildings will be restricted to their capacity as specified by the fire codes.

#### **APPLICATION FOR PERMIT PROCESS**

Potential facility users may apply for a community use permit either online or via written application. Written applications and online instructions may be obtained from the Auxiliary Services Department.

#### **GENERAL GUIDELINES FOR PERMIT AND PERSONNEL FEES**

Permit fees will be assessed dependent upon the facility utilized and the length of time the facility is reserved. In all situations, the minimum number of hours charged will be two.

Personnel fees will apply when district personnel are scheduled to assist with a facility reservation. Cost of personnel may be obtained by contacting the Auxiliary Services Department.

Custodial supervision of events in district facilities is required at all times or as specified in the Contract for Facility Use and Services. Personnel fees for custodial supervision will apply in cases of use after regular custodial hours or when the nature of the event dictates. Additionally, the Corvallis School District reserves the right to assess additional personnel fees related to additional services required should the permit holder not leave the facility in a clean, orderly, and undamaged state.

Food service supervision is required in all instances that special use permits are issued for the use of district kitchen facilities. Personnel fees for food service supervision in these cases will be included as part of the Contract for Facility Use and Services.

Technical theater supervision is required in all instances that special use permits are issued for the use of the district theater facilities. Personnel fees for theater supervision in these cases will be included as part of the Contract for Facility Use and Services.

**FACILITY USAGE RULES AND PROCEDURES**  
**COMMUNITY USE OF DISTRICT FACILITIES—KG-AR**  
(continued)

~~Additional personnel may be required depending on the facility and/or event. Personnel fees for any additional personnel will be included as part of the Contract for Facility Use and Services. Permit and personnel fees will be reviewed annually by the Auxiliary Services Department to ensure rates are appropriate. Any proposed increase in fees will be recommended to the superintendent for approval.~~

~~PERMIT FEE EXEMPTIONS/FREE USE REQUEST~~

~~Those requesting an exemption from paying a fee for the use of district facilities must complete the Free Use Request form and receive approval from the Auxiliary Services Director or designated representative. A user requesting a free use permit must sign an antidiscrimination agreement included on the Free Use Request form.~~

~~The Free Use Request form is available from the Auxiliary Services Department and must be attached to the permit application. The Free Use Request form must be submitted no more than three months prior to the event but no later than 14 days prior.~~

~~The Corvallis School District reserves the right to remove any or all rooms, buildings, or fields from free use if the use will result in a loss of revenue to the district. The Free Use Request form applies only to the permit fee and will not apply to fees related to personnel or additional fees. The following groups and situations are exempt from the requirement to complete a Free Use Request form and instead must comply with the noted restrictions.~~

~~Corvallis School District sponsored events, meetings, or activities. Situations involving the use of special use facilities will involve charges as noted in the Contract for Facility Use and Services.~~

~~Corvallis School District co-sponsored events, meetings, or activities. Co-sponsored events must be verifiable through a signed agreement or memorandum of understanding. This verification should be attached to the permit application. Situations involving the use of special use facilities will involve charges as noted in the Contract for Facility Use and Services.~~

~~Arrangements executed through a separate agreement involving the use of district facilities. A copy of this separate agreement should be attached to the Request for Free Use form.~~

~~Should the Auxiliary Services Director deny a free use request, the permit holder may appeal to the superintendent.~~