

<p style="text-align: center;"><b>Nestucca Valley School District 101J</b></p>
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Code: **KG-AR(1)**  
Revised/Reviewed: 2/13/95; 5/10/11  
Orig. Code(s): KG-AR

## **Community Use of District Facilities**

### **District Responsibility for District Facilities**

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected, and recognizing that those facilities are an important community resource, it is necessary for the district to take reasonable steps to protect its property. In addition, the district cannot subsidize for-profit activities by private individuals or non-school-related groups and must make an effort to recover reasonable expenses for the use of its facilities for all non-school-related activities.

### **General Expectations Governing Use of District Facilities**

1. Instructional use of facilities and district-sponsored activities will take precedence over all other requests for use of any district facility.
2. Adult supervision shall be provided at all times.
3. Use of facilities must be approved in writing by the building administrator. For a continuing program of use, one written approval may cover the entire program.
4. The leader of any nonschool user group shall assume responsibility and liability for any claims arising out of the use, and shall hold harmless and indemnify the district against any loss.
5. All user groups shall observe all terms and conditions set forth in the administrative rules governing the community use of district facilities.

### **Rental Fees**

Rental fees are not to be charged to the Parents' Club, YMCA, Scouts, 4-H, NAEA, OSEA and similar groups when activities are directly related to district activities of school age children. Reasonable rental fees may be charged to recover expenses related to the use of facilities by nonschool groups or organizations.

Rental fees charged are for the use of the regular facilities only, and do not include furniture, equipment or services not ordinarily part of the building or rooms involved. If the services of a district employee, such as a custodian or food service worker, are required, the costs for that employee shall be an additional charge.

Additional charges: Custodial time for equipment set up/take down. Head cook time for kitchen supervision. Rates to be established in July for each fiscal year.

## FEE SCHEDULE

Area	Rate per hour
High School Gymnasium	\$5
Auditorium	\$5
Kitchen	\$5
Multi-purpose Room	\$4
Elementary School Gyms	\$4
Shower/Dressing Room	\$4
Classroom	\$3
Library	\$3

Additional charges: Custodial time for equipment set up/take down. Head cook time for kitchen supervision. Rates to be established in July for each fiscal year.

## SUPPLEMENTAL FEE SCHEDULE

Area	Rate
High School Gym & Auditorium	\$30 per performance includes three hours total for practice, set building/take down. Additional time \$5 per hour.

Regardless of published rate schedules, the district is willing to negotiate special rate(s) when the nature of the activity(ies) or the needs of the organization warrant.

## ADDITIONAL COSTS

Any damages to school property or any additional clean-up time shall be billed to users.

### **Key Deposit**

A refundable key deposit may be assessed if keys are issued to the user.

### **Control of Facility Usage**

Principals are directly responsible for the supervision and control of school facilities. Requests for use of facilities should be made to the principal.

**Nestucca Valley School District 101J**

**FACILITIES USE REQUEST**

Date \_\_\_\_\_

The \_\_\_\_\_ (organization) requests the use of the \_\_\_\_\_  
\_\_\_\_\_ (building and space) beginning on \_\_\_\_\_ (day of week) \_\_\_\_\_ (date) from \_\_\_\_\_  
\_\_\_\_\_ a.m./p.m.(circle one) and ending \_\_\_\_\_ (date) at \_\_\_\_\_ a.m./p.m.(circle one).

The purpose of this use is for \_\_\_\_\_  
\_\_\_\_\_.

1. It is agreed that the party or parties using district facilities will exercise every care in protecting district property and, in the event damage results from improper supervision, a fair adjustment will be made.
2. All authorized use of district grounds and facilities require the user to leave the grounds and facilities in a condition equal to or better than when authorized for use.
3. District grounds/facilities will be adequately secured at the user's expense during the authorized activity and extreme care will be exercised to prevent any damage to district property.
4. All litter, glass, etc., resulting from authorized usage will be removed at the user's expense immediately following the activity.
5. Any violation of, or wanton disregard for, district policy will result in automatic forfeiture of future use requests.
6. The using organization may, as appropriate, be required to show proof of liability insurance for the requested activity.
7. Be it further understood that the user must hold harmless and indemnify the district against loss, and that the district assumes absolutely no financial responsibility for any injury, accident, lawsuit, etc. that may result during, or as the result of, the user's authorized activities.

Signature of organization representative \_\_\_\_\_

Printed name and title \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_

**Office Use Only**

**USAGE CHARGES**

Charge for facilities use: \$ \_\_\_\_\_

Charge for District personnel: \$ \_\_\_\_\_

Total Charges: \$ \_\_\_\_\_

Authorized by \_\_\_\_\_ Date \_\_\_\_\_  
Name and title

Keys issued \_\_\_\_\_

Key deposit (if appropriate): \$ \_\_\_\_\_

Keys returned (date): \_\_\_\_\_

**All keys must be returned to the school office at the end of the scheduled period of authorized use.**