

Gervais School District 1

Code: **KG-AR**
Adopted: 12/20/90
Readopted: 8/19/93, 12/18/97,
4/13/00, 4/21/16,
2/21/19

Administrative Procedure and Fee Schedule

District and school sponsored events and activities will take precedence over all requests from outside individuals, groups and organizations in accordance with the following guidelines:

- a) District and school events scheduled within the school day (6:00 a.m. – 6:00 p.m.) shall have complete precedence over any other events or activities. No outside event shall be scheduled during this time without prior building administrator approval.
- b) For time periods from 6:00 – 9:00 pm, weekends, non-school days etc., Facility Use Request must be submitted to the building facilities coordinator.
- c) District or school requests will take precedence over a previously scheduled event or activity of an outside individual, group or organization if it is received two calendar weeks or more prior to the outside event. If not, the outside event will remain scheduled unless it can be moved to another available and suitable location, as determined by the facility coordinator.
- d) A school requests to use its own facility or grounds will take precedence over another schools previously scheduled event or activity if it is received two calendar weeks or more prior to the other schools event.

An online application for use of district or school facilities or grounds by an outside individual, group or organization must be submitted on <http://www.gervais.k12.or.us/facility-use/>. A notification approving or denying the request will be returned to the requester within a week. Use of facilities and grounds by outside entities will be in accordance with the following guidelines. Failure to comply may result in denial of future use.

- a) Application for gymnasium or field use shall open on September 15 of each year for scheduling. There must be a minimum of one week with no scheduled activities prior to the beginning of each school year for the purpose of facility maintenance.
- b) All outside entities must accept the possibility that their accepted and scheduled event is/may be cancelled and/or moved to another location as determined by the facility coordinator and in accordance with these regulations.
- c) The district reserves the right to deny facility or grounds use requests and/or to determine the location of a requested event and its appropriateness for a particular facility.
- d) Requests from outside entities for use on school days outside of 6:00 p.m. – 9:00 p.m. will be considered on a case by case basis.
- e) The outside entity shall provide sufficient adult supervision to ensure the safety of the participants and proper treatment of the facility and all other school property for the entire scheduled period. Facilities and/or equipment under the supervision of the outside entity are not to be left unattended.
- f) Requests shall generally be limited to use of facilities, furniture and ground space. Use of equipment may be requested and must have prior approval of the site administrator. Equipment under the responsibility of the district must have prior approval of the district administrator. Any

equipment operation costs will be the responsibility of the facility user. Any damage to equipment will be the responsibility of the user.

- g) A sponsoring organization is responsible for all crowd control. Excessive noise must be controlled as a courtesy to all neighbors.
- h) A sponsoring group using the grounds is responsible for leaving the facility, field, crowd areas and restrooms as found, unless custodial time has been paid for as part of the facility use fee.
- i) A sponsoring organization is responsible and liable for any damage to the district property caused by participants, spectators or others.
- j) Use of the kitchen equipment or kitchen equipment requires the presence of a district cook.
- k) Fees for building use will be charged according to the Facility/Grounds Use Fee Schedule.
- l) Sponsoring organizations are expected to have proof of personal or business liability insurance sufficient to cover accidents to the participants and damage done to the facility or district property.

Group Definitions and Cost Responsibilities

Group I:

- 1. Individuals or groups conducting activities or charging fee/accepting donation when proceeds are used to benefit those within GSD district.
- 2. Organizations that benefit GSD students.

Adult-related school activities
(Senior Parents, Booster Club, etc.) Deposit only

Youth-related non-school activities-community
(Little League, 4-H, Scouts, Campfire Girls, etc.) Deposit only

Group II:

- 1. Individuals or groups using the facilities for the purpose of making profit.
- 2. Individuals or groups that are made up of less than 75% of its member residents.

Adult-related non-school activities - buildings only
(church groups, fraternal organizations, commercial groups, social, alumni, etc.) Deposit and Fee

Adult-related non-school for profit activities
– buildings only (Tutoring, Exercise classes, Music lessons, etc.) Deposit and Fee

Adult-related non-school activities - grounds only
(adult softball, adult soccer, etc.) Deposit and Fee

Any organization that cannot be clearly defined in the aforementioned groups shall be determined by the superintendent or designee.

Recognizing that the district has a multi-million dollar investment in its buildings that must be protected, and recognizing that certain non-school activities allow maximum community benefit, the following fee schedule, as amended from time to time, shall be in effect:

1. Damage/Cleaning Deposit Schedule

For single or multiple events scheduled by an organization within a single school year, a one-time cleaning/damage deposit of \$100 for both Groups I and II shall be paid upon approval of the Facility Use Request.

	Group I	Group II
Use of large areas (gym, kitchen/cafeteria)	\$100	\$100
Use of kitchen facilities with equipment use	\$100	\$100
Use of small areas (classroom, commons, etc.)	\$100	\$100
Playing field	\$100	\$100

These deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user’s deposit if not included in normal district maintenance. When a user’s deposit is exhausted, a new deposit shall be required before continuing use. In the event a user’s deposit is exhausted within a term of receipt, the superintendent or designee may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the school/community director and athletic director will determine continued use and alternative fields will be selected.

2. Rental Fee Schedule

	Group I	Group II
Use of large areas (gym, cafeteria)	Free	\$25 per hour*
Use of kitchen facilities with equipment use (district kitchen staff must be present)	\$35 per hour*	\$35 per hour*
Use of small areas (classroom, commons, etc.)	Free	\$10 per hour*
Playing field	Free	\$10 per hour*

*Excluding any school board approve partnerships.

*If event is “for profit” the fee will be at the discretion of the superintendent and may vary for the amounts listed above.

3. All organizations must use Gervais School District employees or designee during hours when staff are not on duty. If the facility requester is a staff member. The staff member will be responsible for access, security, supervision and leaving the area as found. If district custodians are to be hired they will be compensated as stated in the current negotiated contract.

If neither a school custodian or other staff member is available, the activity will be declined.

4. If district kitchen facilities are used, a district employee (cook) will be on duty at all times at the rate of \$35 dollars per hour;
5. Decision as to custodian and cook hours will be made by the superintendent or designee.
6. Custodian/cooks will be secured for no less than four hours. Use is dependent on availability of staff.
7. Custodial/cooks services fees will be charged \$35 dollars per hour.
8. A fee of \$15 dollars per facility use request will be charged.
9. Payment (deposit/rent) must be submitted and received before a Facility Use Request occurs.
10. The Superintendent or designee may require additional deposits or charges for special requests not covered by the policy;
11. All cleaning/security deposits remain the property of the user’s organization and are refundable until such time an assessment is made against the user. The user shall be notified of such assessment three working days prior to the user’s next activity.
12. All fees and assessments shall be deposited to the district office and shall be used for the facilities operational costs.
13. The Superintendent or designee retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users’ groups (damage, etc.) will be documented and may preclude future use.
14. If there is a question as to the group’s classification, it will be reviewed by the superintendent, and a decision will be rendered.
15. All facility/grounds activities will be scheduled at least 5 days in advance or designee.
16. All events on facilities/grounds must follow the intended design use of the area.
17. The district will not allow weddings or wedding receptions.

BUILDING AND FIELD USE CONDITIONS
Tournaments

Gervais School District will allow field use by local groups for tournaments subject to the following conditions:

1. A \$100.00 deposit will be placed with the district at least five days prior to use;
2. Non-Local (Out-of-District) ONLY: A \$75.00/day fee will be charged for facilities use;
3. The remainder of the deposit, after necessary clean up and repair costs are subtracted, will be refunded to the user group;
4. The fields and grounds are expected to be in the same or better condition than found in;
5. The labor and materials necessary for any clean-up or repair work after tournaments will be billed to the user group;
6. The district is not responsible to provide portable bathrooms;
7. The user group will be responsible to furnish all materials and supplies necessary to run the tournament, i.e.: Toilet paper, paper towels, bases, field lime, etc.;
8. Field preparation will be the responsibility of the user group;
9. Gervais schools are drug-free schools. The use of any tobacco product, alcoholic or controlled substance is prohibited on any school properties;
10. There shall be no automobiles present anywhere except the school parking lot - unless pre-authorized by the district; and
11. The right to sell concessions at the tournament shall be retained by the district.

School Official

Representative, User Group