

# Creswell School District 40

Code: **KG/KGF-AR**  
Adopted: 2/3/93  
Readopted: 1/13/99, 4/09/08; 2/09/11  
Orig. Code(s): 8130

## Community Use of District Facilities and Equipment

### Availability of Buildings, Fields and Equipment

It is the administrative practice of the School District to make schools available for student use under responsible adult supervision as the highest priority. This should be accomplished while not violating District or OSAA policies, not interrupting school programs or classes, not harming District fields, buildings, equipment or budgets 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 and/or equipment for partisan, political or sectarian purposes may be granted with Superintendent or Board of Education approval.

However, the School District reserves the right to grant or deny permission for use of District fields, buildings, and/or at its sole discretion. In most cases, use by local students will have priority over adult and/or organizational activities.

Gymnasiums and multi-purpose rooms will not be available for community activities on holidays, winter, spring or summer breaks without approval.

All athletic venue use must be prearranged with the Athletic Director of each building.

### Rental Application Process

An application form is available at each building and on the website. The application form must be completed by the requesting group, department or individual for all activities in all classifications except school-sponsored activities for students or the educational program at each school. The process is as follows:

1. Obtain the rental application from school office for the building being requested or on line for facility and/or equipment being requested.
2. Fill out all portions of the form that are applicable to your request and sign.
3. Provide insurance binder or proof of insurance to accompany requests, a minimum of \$1,000,000.
4. Return signed request with dates and times requested to the appropriate school building.
5. Request will be forwarded to the building principal for review of existing calendar and staff requirements.

- a. If approval is given, the rental form is signed and sent to district office.
  - b. If the approval is denied, the building will immediately notify the applicant.
6. Upon receipt of a rental application the district office will assess the appropriate fees, review the application for completeness and send a letter to the applicant with a bill within five working days.
  7. 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.
  8. Use of indoor facilities and the turf field at Creswell Middle School will require that a District employee be on duty during the event. The user will be charged for having a District employee work outside of regularly scheduled times.

### **Classifications per Board Policy KG and KGF**

#### *CLASS I-District Use, School District Activities and/or Events*

1. School-sponsored or co-sponsored activities or events for District students (clubs, intramurals, concerts, etc.)
2. School-sponsored activities or events for parents or patrons such as open house
3. School-related groups and organizations co-sponsored by the school (Boosters, school advisory committees, Creswell Education Foundation, etc.) with no admission or contribution charges.
4. School-sponsored or co-sponsored staff activities (wellness, staff development, or classroom related), with no admission or contribution charges.
5. Co-sponsored events or activities with local/county/state official meetings for purposes of public hearings and/or testimony.

#### *CLASS II-Recreational and Educational Programs Involving Students*

1. Staff-led sports teams, associations, clubs or events, and/or fundraiser.
2. YMCA, Kidsports, AYSO, or other youth athletic organizations.
3. Youth education or non-profit organizations (Scouts, Camp Fire, etc.)
4. Education programs sponsored by local non-profit educational institutions (University of Oregon, Lane Community College, etc.)

*CLASS III-Adult and Non-Student Program*

1. All profit organizations.
2. Churches (for church services) or related religious organizations.
3. Non-profit organizations collecting admission fees or donations beyond rental costs.
4. Fundraising activities by groups which otherwise might be approved for free or reduced rates.

**Fees and Charges**

Area Requested	Class III
Deposit	
Clean-up charges	\$100
Fields	\$35/hour
Cafeteria Commons (no kitchen)	\$25
Library	\$25/hour
Gymnasiums	\$25/hour
Classrooms	\$15/hour
(Technology)	(Additional fees)
Chairs	\$1.00 each
Bingo Machine	\$25
Turf Maintenance Fee	\$5.00 per participant per season of use of turf field

**Kitchens are not available for public use. Food service may be contracted through the District Food Services Director using the Kitchen Facility Use Request Form.**

Playing fields are on an "as-is" basis for all groups except district athletic teams.

**Clean-up charges** will be assessed as needed at \$35.00 per hour.

**Deposit** - The District reserves the right to ask for a deposit as a condition of rental in order to offset potential costs that may result as a consequence of the use of District equipment or facilities. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, will be returned to the applicant.

**Prohibitions**

**The possession of alcohol, tobacco, drugs or narcotics and/or weapons is prohibited on all school property.**

**Creswell School District assumes no liability for injuries to renters or their guests while using district facilities.**

FACILITY/EQUIPMENT USE REQUEST

APPLICANT: PLEASE PROVIDE COMPLETE INFORMATION AS REQUESTED

FULL NAME \_\_\_\_\_ PHONE (WORK) \_\_\_\_\_  
LAST FIRST

PHONE (HOME) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
NUMBER STREET CITY ZIP

EMAIL ADDRESS \_\_\_\_\_

NAME OF GROUP/ORGANIZATION REQUESTING SCHOOL FACILITIES \_\_\_\_\_

RESPONSIBLE PARTY NAME AND RELATION TO REQUESTING GROUP \_\_\_\_\_

SCHOOL REQUESTED \_\_\_\_\_ ROOM/AREA REQUESTED \_\_\_\_\_

DESCRIPTION/PURPOSE OF EVENT/ACTIVITY \_\_\_\_\_

IS THIS A FUNDRAISING EVENT? \_\_\_\_\_ WILL ADMISSION BE CHARGED? \_\_\_\_\_  
YES NO YES NO

WILL PARTICIPANTS BE PAYING ENTRANT FEES TO PARTICIPATE? \_\_\_\_\_  
YES NO

SPECIFY DATES(S) AND TIME OF USE \_\_\_\_\_  
Date Time

APPROXIMATE NUMBER EXPECTED TO ATTEND \_\_\_\_\_

ROOM ARRANGEMENT OR EQUIPMENT NEEDS \_\_\_\_\_

**LIABILITY INSURANCE IS REQUIRED-A Certificate of Liability Insurance must be provided prior to use  
24 HOUR NOTICE REQUIRED for cancellation of an event**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Date is available yes/no Room arrangement discussed yes/no  
Building staff assigned yes/no Equipment requested yes/no

Custodian \_\_\_\_\_ Athletic Director \_\_\_\_\_ Facility Supervisor \_\_\_\_\_

BUILDING APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

Building Use Priority Class I-School District Activity  
Class II-Youth Recreation and Education Program  
Class III-Civic Clubs, Churches and Other Organizations

Fee: \_\_\_\_\_ Insurance required yes/no Insurance attached yes/no

DISTRICT OFFICE APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_