



## Creswell School District - Community Use of District Facilities

*All requests must be submitted two weeks prior to the requested use date*

The district owns a number of school-related facilities that have been paid for over the years with taxpayer dollars. Such facilities are used on school days and at other times by school programs. Given that some school facilities have excess unused capacity beyond the school day, the district is vested in supporting community activities of a civic and recreational nature that are deemed appropriate. Use of facilities for partisan, political or sectarian purposes may be granted with Superintendent or Board of Education approval.

Community assets such as school facilities should be available to the community for use and enjoyment as long as that use does not interfere with district programs. As a means to protect the community's investment certain facilities will not be generally available to ensure they are maintained to a high level for use by Creswell students. In addition, it is important that non-school use does not increase the cost of school operations through wear and tear, utilities, maintenance and cleaning.

Community use of school facilities falls into several categories. Some uses are more aligned with the district's mission than others. Explanations of and distinctions between these categories in priority of use order are listed below.

### **Classifications per Board Policies KG/KG-AR:**

#### ***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 (open house, curriculum night, etc.)
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 charge
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

## TERMS OF USE

### FOOD

Food may only be served in designated areas. No food preparation is allowed. Catered events are allowed in designated areas only and must be communicated at time of the facility use request. Kitchens are not available for public use. Food service may be contracted through the district if available.

### PUBLIC CONDUCT

All applicants agree to adhere to District Board Policy KGB – Public Conduct on District Property. The possession of alcohol, tobacco, drugs or narcotics, and weapons are prohibited on all school property.

### SUPERVISION

A designated district staff member may be required to be in the building at all times to accompany facility users of all types. The staff member will be responsible for opening the building, monitoring the activities within the facility, cleaning as required and locking up the building after use has been completed. The district reserves the right to require police supervision at any event the administration deems necessary, and to charge the user for that supervision.

### WEEKEND USE

Weekend use or rentals may be subject to staff availability and charged extra fees. The additional fees can be found on the Facility Use Fee Schedule.

### REVOKE

It is the policy of the Creswell School District that district facilities shall be made available, under capable and responsible adult (age 18) supervision, for community activities of an educational, recreational or civic nature. Creswell School District reserves the right to grant or deny permission for use of district facilities at its sole discretion. The administration is authorized by the Board to cancel building use permits when it is apparent that such action is necessary for the best interest of the district. Nevertheless, the district will attempt to give at least a week's cancellation notice if a group's approval to use facilities must be revoked.

### LIABILITY

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

### INSURANCE

Any organization sponsoring the use of the building or grounds shall assume liability for any accidents that occur upon the grounds or in the buildings during the times such facilities are in use under its direction. The using organization is required to provide a certificate of insurance naming Creswell School District as additional insured. The general liability insurance must not be less than one million (\$1,000,000) per occurrence. Higher limits may be required depending on the event.

By signing below, I acknowledge I have read and agree to all terms of use.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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



## Creswell School District - Rental Application for Facility Use

This application form must be completed by the requesting group or individual for all activities in all classifications except school-sponsored activities for students or educational programs at each school. The process is as follows:

1. Fill out all portions of this application form that are applicable to your request and sign. Read and accept the Terms of Use form by signing.
2. Provide insurance binder or proof of insurance to accompany requests, a minimum of \$1,000,000.
3. Return signed forms with dates and times requested to the appropriate school building.
4. Requests will be forwarded to the building principal and athletic director for review of existing calendar and requirements.
  - a. If approval is given, the rental form is signed and sent to the district office.
  - b. If the approval is denied, the building will immediately notify the applicant.
5. Upon receipt of a rental application the district office will assess the appropriate fees (fee schedule attached), review the application for completeness and communicate with the requesting group final details within five business days.

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Group Name: \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Facility and Area Requested: \_\_\_\_\_

Requested Date(s) of Use: \_\_\_\_\_

Requested Time(s) of Use: \_\_\_\_\_

Description & Purpose of Activity or Event: \_\_\_\_\_

\_\_\_\_\_

Is this a fundraising event?  Yes /  No Will participants pay entry fees to participate?  Yes /  No

Will admission be charged?  Yes /  No Approximate number expected to attend? \_\_\_\_\_

Special requests, room arrangement, or equipment needs? \_\_\_\_\_

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

**REVIEWED BY**

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRICT APPROVAL**

Classification Group: Class I \_\_\_\_ / Class II \_\_\_\_ / Class III \_\_\_\_      Fees: \_\_\_\_ Yes / \_\_\_\_ No

Determined Facility Fees: \_\_\_\_\_      Insurance: \_\_\_\_ Yes / \_\_\_\_ No

Date Available: \_\_\_\_ Yes / \_\_\_\_ No    Time Available: \_\_\_\_ Yes / \_\_\_\_ No    Supervision Assigned: \_\_\_\_ Yes / \_\_\_\_ No

Discussed with User:

Facility Availability \_\_\_\_    Alternate Facility Assigned (if applicable) \_\_\_\_

Date/Time Availability \_\_\_\_    Alternate Date/Time Assigned (if applicable) \_\_\_\_    Supervision Required \_\_\_\_

Fee \_\_\_\_    Insurance \_\_\_\_    Special requests, room arrangement, or equipment needs \_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Creswell School District**  
**2024-2025 SCHOOL YEAR - FACILITY USE FEE SCHEDULE**

AREA / LOCATION	CLASS I	CLASS II	CLASS III
Classroom	No Fee	\$15.00 / Hour	\$20.00 / Hour
Library	No Fee	\$15.00 / Hour	\$20.00 / Hour
Cafeteria	No Fee	\$20.00 / Hour	\$25.00 / Hour
Gymnasium	No Fee	\$25.00 / Hour	\$30.00 / Hour
Grass Field	No Fee	\$20.00 / Hour	\$30.00 / Hour
Artificial Turf Field	No Fee	\$50.00 / Hour	\$50.00 / Hour
Track	No Fee	\$20.00 / Hour	\$20.00 / Hour
Parking Lot	No Fee	\$10.00 / Hour	\$10.00 / Hour

**Additional Fees (as applicable):**

**Supervision:** Costs vary based on specific needs and contractual rates. Determined upon application approval.

**Special requests, Room Arrangement, or Equipment Needs:** Costs determined based on the specific request.

**Custodial Set-up & Clean-up:** Costs vary based on specific needs and contractual rates. Determined upon application approval.

