

Creswell School District 40

Code: **KG**

Adopted: 2/03/93

Readopted: 1/13/99; 4/09/08; 2/09/11;
5/10/17; 11/13/24

Orig. Code(s): 8100; 8140; 8200

Community Use of District Facilities

Community groups will be permitted and encouraged to use district facilities when such uses do not interfere with school programs. In general, activities involving district students will be given priority. The use of alcohol, tobacco or illegal drugs is prohibited on district property. If permission is granted, fees may include compensation for all operational costs for the activity.

Classifications

The following classifications are established for the purpose of determining use, rental charges and other fees:

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
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The use of district buildings and facilities will be allowed only after the payment of fees set by the district and the provision of proof of insurance.

Rental Charges and Approval of Use

The superintendent or designee will be responsible for developing administrative regulations for facilities use that will include fees, charges, rental equipment schedules and the process for application.

All district facility rentals will be approved by the superintendent or designee

Requirement for Insurance Coverage

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.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

DFD - Rental and Service Charges

EDC/KGF - Authorized Use of District Equipment and Materials

KGF/EDC - Authorized Use of District Equipment and Materials