

Clatskanie School District 6J

Code: **KG**
Adopted: 5/20/13
Orig. Code(s): KG

Community Use of District Facilities

Community groups will be permitted and encouraged to use school facilities for worthwhile purposes when such uses do not interfere with district programs. All arrangements will be subject to the provisions of this policy.

Eligible Activities

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities related to the extracurricular K-12 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Youth-related nonschool activities;
5. Adult-related nonschool activities.

Classifications of Nonschool Uses

There will be three classifications of nonschool uses of school facilities. These classifications are established for the purpose of determining rental charges and other fees.

1. General: Use must be for purposes that are educational, charitable or of general community interest. Such events must be open to the general public with no admission charged or contributions taken. There shall be no basic charge.
2. Noncommercial: Private nonprofit or community clubs or organizations may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.
3. Commercial: All business or commercial organizations which use district buildings will be considered under this group. Included will be community and locally-sponsored noncommunity groups requesting use of school facilities for fund-raising purposes which are not necessarily devoted to educational, charitable or community interest activities. Admission may be charged or contributions received. Groups of this nature will be charged in accordance with fees approved by the Board.

Use of District Facilities for Private Gain

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;

2. Such use will not benefit principally the organization operating for private gain;
3. An ~~any~~ worthy educational, civic or charitable purpose will be served;
4. A substantial group in the community will benefit;
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.

Such use of school facilities by district employees will be in compliance with Oregon ethics laws.

Any public sales of good or services on district property must be approved by the superintendent or designee.

Rental Charges and Approval of Use

All district facility rentals will be approved by the superintendent or ~~his/her~~ designee. Fees for the use of district facilities will be determined by the superintendent or designee with the rental charges and personnel fees, revised ~~annually~~ as needed, and submitted to the Board for approval ~~approved by the Board~~. A Building Use Request form must be submitted by the person or group to the school office prior to the use date ~~as directed~~.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy.

The Board expects the users to treat the facilities with respect. The user must agree to ~~all the~~ guidelines on the Building Use Request form. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate administrator, building custodial staff and facility user.

Approval for using the facilities will be granted for a period not to exceed one school year. Requests must be resubmitted if the user desires to continue usage.

Use of school facilities by district employees will be in accordance with Oregon Ethics laws.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 260.432](#)

[ORS 332.107](#)
[ORS 332.172](#)

Corrected 7/16/24; Corrected 1/27/25