

# Rainier School District 13

Code: KG-AR(1)  
Revised/Reviewed: Unknown; 12/09/19  
Orig. Code(s): KG-AR(2)

## Fee Schedule for Use of School Buildings, Facilities, and Property

All arrangements for scheduling activities within district buildings and facilities shall be scheduled through the facilities coordinator or their designee. Activities in the Board room shall be scheduled through the business office.

All alcoholic beverages, tobacco products, or inhalant delivery systems are prohibited on district property. Special cases, such as the need for alcohol education classes, must have permission from the Board (See Board policy JFCHA).

School buildings, facilities, and property are available for use on the following basis:

1. All school buildings, facilities, and property are available for use when it does not interfere with school programs.
2. No school building, facility, or property may be used for any illegal acts.
3. All school buildings, facilities, and property available for use by community groups must be scheduled and approved through the reservation process prior to use.
4. A fee schedule for the use of school buildings, facilities, and property is reviewed and approved by the Board for use of school buildings, facilities, or property.
5. No outside group will use a school building, facility, or property during the school day in order to raise money for their organization.
6. Adults must sponsor groups using school buildings, facilities, or property outside of school hours and schedules.
7. A district employee or person approved by the facilities coordinator must be present when use by non-school groups occurs.
8. Any groups using school buildings, facilities, or property must pay for all damages and cleanup charges incurred while using the school buildings, facilities, or property.
9. Electric mixers and other expensive equipment identified by the district will be used only at the school location and will not be removed from the school site.
10. Every group or individual will sign a Request for Facility Use form and a Hold Harmless Agreement, and accept responsibility and liability, and assure payment for any damage.
11. *A certificate of insurance is required.*

12. The district is under no obligation for emergency repairs to school buildings, facilities, or property if the need arises during the use of any school building, facilities, or property.

In accordance with the provisions of Oregon Revised Statutes (ORS) 332.172, the Board does hereby enact the following policies governing the use of district school buildings, facilities, and property for other than regular school classes or school-related or school-sponsored activities.

The following groups, organizations or activities will be granted free use of school buildings, facilities, or property, providing such use shall not interfere or be detrimental to school operations:

1. Schools other than those in Rainier School District #13 with prior approval of the superintendent;
2. Boys and girls clubs providing a service to the Rainier community youth;
3. PTO/PTSO/PT A/Booster Club meetings and activities;
4. Site councils and their committees;
5. Meetings of community members, community clubs, or local improvement associations that are of interest or importance to residents of the area, when not political in nature;
6. Special courses designed for instruction of district students when given by officers, teachers, or other employed or delegated by the superintendent;
7. Business meetings of teacher, students, or others connected with, or in the interest of the public schools or school activities generally held during the afternoon of a regular school day;
8. Educational conventions or conferences;
9. Health and safety educational classes or blood drives;
10. Adult education classes that require the use of school buildings or facilities;
11. Athletic teams when groups are representatives of the school community;
12. Service clubs sponsoring benefits for the support of community projects or youth projects;
13. Community-based baccalaureate ceremony;
14. Meeting of school alumna associations.

Special Note: Individual groups may be required to pay the custodians at their contracted rate if additional hours or services are required by the contractor.

The following groups or organizations will be required to pay for the use of school buildings, facilities, or property unless prearranged for a specific community purpose with the superintendent or designee:

1. Political organizations;
2. Professional organizations that are not in Rainier School District #13;

3. Fraternal organizations;
4. Commercial organizations;
5. Dancing or gymnastic studios;
6. Music recitals;
7. Labor unions;
8. Athletic contests where admission is charged;
9. Organizations charging admission for their private gain;
10. Private groups or parties (e.g., wedding receptions, showers, family reunions);
11. Memorial or bereavement ceremonies for local community members.

