

# Clatskanie School District 6J

Code: **KG-AR**  
Revised/Reviewed: 5/06/13  
Orig. Code(s): KG-AR

## Community Use of District Facilities (Procedure and Fee Schedule)

Recognizing that the district has a large monetary multi-million dollar investment in its buildings which must be protected and recognizing that certain non-school non-school activities allow maximum community benefit, the following fee schedule, as amended from time-to-time, shall be in effect:

### 1. Rental Fee Schedule

- a. In addition to the required deposit, the following rental fees shall be required for **Youth Groups - Non-school Activities**.

Area	Rental Fee
(1) Gymnasiums	No fee
(2) Kitchens	\$25 each use
(3) Cafeterias	No fee
(4) Classrooms	No fee
(5) Auditorium	No fee
(6) Fields (softball/baseball/soccer)	No fee
(7) High School Commons	No fee
(8) Libraries	No fee
(9) Music Rooms	No fee
(10) Track	No fee

- b. The following rental fees shall be required for **Adult Non-school Activities** (for building use only).

#### Each Use

Area	Weekend Fee	Weekday Fee
(1) Gymnasiums	\$25	\$10
(2) Kitchens	\$25	\$25
(3) Cafeterias	\$25	\$10
(4) Classrooms	\$5	\$5
(5) Auditorium	\$50	\$25
(6) High School Commons	\$50	\$25
(7) Libraries	\$10	\$10
(8) Music Rooms	\$50	\$25

All charges for damages and cleaning, if required, after the use by a group or individual shall be assessed against the user's deposit if not included in normal district maintenance. When a user's deposit is exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the Board or its delegate may require a

deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

2. All organizations must ~~have~~ use district employees assigned for weekend activities use. The staff member is responsible for access, security, supervision and cleaning and must be employed in the building where the activity is to take place. If district custodians are to be hired they will be compensated as stated in the current collective bargaining agreement.

If neither a school custodian nor other staff member is available, the organization will be declined a *Building Use Request* form.

1. If district kitchen facilities are used, a district employee (i.e., cook) will be on duty at all times at the rate stated in the current collective bargaining agreement. In some cases, custodians may be hired.

Decision as to custodian and cook hours will be made by the ~~superintendent~~ maintenance and facility supervisor and in consultation with nutrition coordinator.

2. Payment (deposit, if applicable, and use fee) must be submitted and received before a Building Use Request form is issued.
3. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy or this administrative regulation.
4. All cleaning and/or security deposits, if any, remain the property of the user's organization, and are refundable until such time as an assessment is made by the district against the user. The user shall be notified of such assessment three working days prior to the user's next activity.
5. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the ~~school/community director and athletic director~~ maintenance and custodial supervisor will determine continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.
6. All fees and assessment shall be deposited to the school office and shall be used for the facility's operational costs.
7. The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users' groups, including but not limited to, damages, and misuse of facilities and/or equipment, (~~damages, etc.~~) will be documented and may preclude future use.
8. If there is a question as to the group's classification, it will be reviewed by the facility and /grounds advisory ~~usage~~ committee and a decision will be rendered.
9. All facility and /grounds activities will be scheduled under the guidelines and time frames established by the ~~superintendent~~ maintenance and custodial supervisor.
10. ~~Definitions~~ Categories

Area		Rental Fee
a.	Youth-related school activities (school athletics, clubs, etc.)	None

- |    |  |      |
|----|--|------|
| b. | Youth-related non-school activities (Little League, 4-H, Scouts, Campfire Girls, etc.)   | None |
| c. | Adult-related school activities (community school activities, Booster Club, etc.)  | None |
| d. | Adult-related non-school activities - buildings only (church groups, fraternal organizations, commercial groups, social, alumni, etc.) | Fee  |
| e. | Adult-related non-school activities - grounds only (adult softball, volleyball, etc.)  | None |

Any organization that cannot be clearly defined in the aforementioned ~~categories~~ groups shall be determined by the Board or its designee.

Corrected 1/27/25