

Coquille School District 8

Code: **KG**
Adopted: 2/11/88
Readopted: 6/23/97, 6/9/08, 11/18/2015
Orig. Code(s): None

Community Use of School Facilities and Buses

Use of Buildings and Grounds

1. School facilities shall be made available to groups outside the schools only when prior approval has been given by the administration in accordance with this policy.
2. School facilities shall not be used for any commercial purpose or for any function at which an admission charge is made and a profit expected, except for events sponsored by groups associated with school.
3. The use of any district facility for the purpose of adult education will be granted by Board approval only. Rates for such use will be determined by the Board in accordance with the use requested. Requests are to be reviewed annually.
4. Any group using school facilities shall abide by the following rules:
 - a. The use of the facilities shall not conflict with the use of the facilities for regular school purposes;
 - b. The building shall not be rented to any individual(s) where personal interest or personal profit is involved;
 - c. When facilities are rented or used by an outside group, one individual from that group will be responsible;
 - d. No activity shall take place that will bring discredit to the schools;
 - e. Outside groups must first apply to the building principal, except in cases where approval by the Board is necessary;
 - f. A regularly employed district custodian or other staff member must be present during the time the outside group is using the building. The outside group will know the costs and absorb the costs as part of their agreement to use the facilities. (Special consideration is given to groups practicing for a special event when supervised by an approved individual.);
 - g. The charge may be waived when use is closely tied to the school e.g., Cub Scouts. The administration reserves discretion to charge for use if the group is large and/or extends beyond the individual school;
 - h. For all other meetings there will be a charge as set by the rate schedule below. The rates do not include personnel costs which are in addition to the set rate;
 - i. Use of facilities shall not conflict with maintenance schedules;
 - j. If organizations or individuals use a playground for recreational purposes, they accept the risks and children are to be competently supervised;
 - k. There will be no smoking in district school buildings;
 - l. When a kitchen is used, a regular cafeteria employee must be present, and the kitchen will be

- returned to its regular condition;
- m. Organizations such as churches will be given “equal access” to facilities for meetings according to these rules and rent schedules;
 - n. Superintendent or designee may grant waivers for unusual, yet reasonable, exceptions to the rules;
 - o. **Rent Schedules** (In addition to personnel costs)
 - (1) Classrooms and Library — \$5 per evening
 - (2) High school gymnasium — \$50 per day or event
 - (3) Middle school gymnasium — \$50 per day or event
 - (4) High school and elementary multipurpose room — \$25
 - (5) Multipurpose room with kitchen — \$30
 - (6) Lab (Computer-Metal Shop) — Board discretion.

Use of Buses

- 1. The use of school buses shall be limited to transportation of students, chaperons and school employees directly concerned with school activities. Buses shall not be rented to outside groups.
- 2. Chaperons must be approved by principals.
- 3. Only district employees or agents and regularly enrolled students may ride buses on normal school runs.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)
[ORS 332.107](#)

[ORS 332.172](#)