



Facilities Use Request

Lowell School District

Lowell achieves educational excellence for all through pride, communication, and respect for all in a fun and safe environment.

Today's Date:

Date of Use: _____

Facility (Building & Room) Requested: _____

Time of use (Start time and duration): _____

Group/Organization Making Request: _____

Responsible Individual: _____

Contact Phone Number for Responsible Individual: _____

Nature of Activity: _____

Multimedia equipment (projector, sound system, etc.): _____

By signing below, you have read and agreed to the following (please initial each item):

(Initials) The sponsoring person or organization agrees to abide by all state and local laws and policies and will be directly responsible for any damage or loss caused to the District or its premises.

(Initials) A certificate of additionally insured has been submitted to the district.

(Initials) You have read and understand the Facilities Use and Security Guidelines.

APPROVAL

Principal or Superintendent

Date

Maintenance Supervisor

Date

| |
|---|
| <p>FOR OFFICE USE ONLY</p> <p>Date Received by Office: _____ Confirmation made by: _____</p> <p>_____</p> <p>Date of confirmation: _____</p> |
|---|

Facilities Use and Security Guidelines

The following guidelines must be agreed to and followed for all persons, organizations and teams requesting (and receiving approval of) use of the school facilities. This procedure helps to ensure the safety and security of individuals using the facilities and protect the facilities themselves.

Fill out a Facilities Use Request form and receive approval.

This form is available at the building office and can be turned in there as well. You will find attached to the Facilities Request form this document. You need to read these guidelines and sign that you agree to them. Your use request will not be valid without this. The building administrator will check for availability and then process the approval. You will be contacted when your form has been processed and asked to pick up a copy of your approved form. Please note that school-related/based activities will receive priority over community or privately sponsored events.

Follow school rules/acceptable use guidelines.

Person or persons using the facilities must follow basic acceptable use rules. These include, but are not limited to:

- Firearms, weapons, tobacco and alcohol prohibited.
- Use facilities for their intended purpose (for example, drinking fountains to obtain drinks of water, not to spit in).
- Remain in authorized portions of the building (for example, use of the gym does not grant use of restroom facilities in classroom areas of the building).
- Do not disturb materials, items, etc. that belong to the students/school. This includes items such as the board games stored on the stage in the gym.

Other Requirements of use:

All exterior doors MUST be locked and checked for security.

The daily custodian locks all hallway exit doors in the facility at the end of his work day. If you unlock one of these doors to accommodate your event, you are responsible for locking the door again before you leave. This also includes doors with crash bars (the collapsible bars that allow for exit even when locked). Please be sure to check the security of doors by pushing against the door itself to ensure it is properly locked. A door that is properly locked will not open when pressed against.

Lights and other electronic equipment must be turned off.

All lights in the building must be turned off in most cases, the lights will have been turned off when you arrive. Any lights you turn on need to be turned off before you leave. This also includes the score board power and locker room lights.

Set the security alarm system.

Our building is equipped with an electronic security alarm system to help protect the district's building and associated assets. You must receive prior authorization to use the facilities in order to ensure district personnel is assigned to secure the building(s) following your use. Keys and alarm codes are no longer issued to individuals who are not district personnel.

Notify the building office of any cancellations.

If you decide not to use the facilities, need to reschedule or have other concerns, please contact the building office. This helps to minimize confusion and to maximize efficiency and availability.

Facilities Use and Security Guidelines - Signature Page

I have been provided with a copy of the Facilities Use and Security Guidelines. I have read the document and agree to the outlined parameters for use of facilities in the Lowell School District for which I have applied.

I understand that I will receive confirmation of approval from the building administrator and that I **must** have this approval before use is granted.

I have provided the district with a certificate naming the district additionally insured.

...

Signed _____

Date _____

----- Approval by _____

Date

Office: Attach this signature page to the Facilities Request Form and submit to building administrator. This page must be attached for approval of request.

Community Use of School Facilities

It is the policy of the District that school facilities shall be made available under capable and adult supervision, for community activities of an educational, recreational or civic nature. The District reserves the right to grant permission for building use and to deny any and all building use permits at its sole discretion.

Application must be filed on the regular "Facility Use Application" form which may be obtained from the building principal or District office.

Meetings and activities for school purposes shall have precedence over all meeting and activities in the use of classrooms, gymnasiums, school kitchens, athletic fields, and school grounds.

The serving or use of alcoholic beverages within the boundaries of school property is prohibited. Any patron becoming obnoxious or using profane language, or engaging in conduct which is not conducive to an educational atmosphere will be asked to leave. If said person should refuse to comply with such request, any school personnel, including the custodian, people in charge of meetings, or any responsible person, may have the person removed. School authorities may request the presence of police or fire personnel at any meeting.

School facilities may be used by patrons only under the direct management of persons qualified to use and care for any equipment or apparatus contained therein; competent help to handle same shall be provided by those to whom the accommodation is granted. Damage to school facilities or District-owned equipment is the responsibility of the person to whom the accommodation is granted. Failure to clean the facilities after use may result in denial of future requests for use of District-owned facilities or equipment.

Groups using facilities will be classified as listed below with priority for use in the order listed:

Class I - School District Activities

- A. School sponsored activities for students.
- B. School sponsored activities for parents.
- C. School related groups and organizations sponsored by the school.

Class II - Programs Provided to Patrons of District

- A. Adult education classes sponsored by District No. 71.
- B. Parent and/or community organization sponsoring programs for youth of District No. 71 (scouts, summer activities, sports camps, etc.). If the program or organization requires district personnel to open or secure the facility, the program or organization will be charged according to Class III rates.
- C. Community organizations of a civic or service nature.

Class III - Civic and Service Use

- A. Church sponsored activities.
- B. County, city, state and federal agencies.
- C. Local boards, commissions, etc.
- D. Adult or youth education programs sponsored by educational institutions (University of Oregon, Lane Community College, etc.)
- E. Adult groups residing in District No. 71 if no fees are charged to participants.

* Fees for a Class III organization's money raising ventures for the organization's own treasury or for private commercial gain will be charged at Class IV or Class V rates.

Class IV -Miscellaneous (Non-profit Organizations, Out-of-District Groups, Profit-making Education Classes, etc.)

- A. Local non-profit organizations collecting admissions fees or donations.
- B. Out-of-District groups if no fees are charged.
- C. Profit-making organizations if no fees or donations collected.
- D. Adult or youth education classes sponsored by profit making individuals or organizations. (Dance, exercise classes, lectures, real estate classes, etc.)

Class V -Private Interest Groups

- A. Profit-making organizations charging admission fees. (See exceptions for adult and youth education classes, Item D, Class IV.)

- A deposit of \$50.00 will be required prior to using facilities.

GENERAL RULES

1. No one group will be allowed to use the same facility more than three times during a week for the same activity. If the facility is not being used, an exception to this statement could be made by the building principal. If a group is granted use of a facility for more than the stated three days a week, the additional days may be curtailed if another group applies for use of the facility.
2. No group will be granted the use of any facility without the presence of a supervisor approved by the building principal. The building principal shall maintain a record of the name and phone number of the supervisor.
3. Facilities shall not be used for Class II, III, IV, or V activities unless a Facility Use Request Form has been completed and permission granted by the appropriate building principal.
4. The use of alcoholic beverages and illicit drugs on the school premises is illegal.

Use in any form shall be prohibited on the school premises. Smoking will not be permitted except in areas designated by the building principal.

5. Equipment and furniture, including pianos, shall be used and moved only with approval of the building principal or his designee and shall not be removed from the premises.
6. Items of equipment such as audiovisual equipment, athletic equipment, chairs, bleachers, etc., will not be loaned nor rented for use off the school premises.

7. Buildings shall be closed at the time the custodians go off duty. The buildings may be used after the normal closing time only if an approved supervisor is present. This supervisor must be a District employee.
8. All school employees who supervise school facilities will be paid by the School District. The School District will be reimbursed by the user.
9. Any organization sponsoring the use of the buildings or grounds shall assume liability for any accidents that may occur upon the grounds or in the building during the times such facilities are in the use under its supervision.
- I 0. The maximum number of people permitted in any school facility shall be restricted to its occupancy as indicated by the Fire Marshal.
11. The District reserves the right to require policy supervision at any event the administration deems necessary and to charge the user for that supervision.
12. All users of District No . 71 facilities must comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.
13. The building administrator, or designated supervisor, has the right to stop any activity at any time if in his/her judgment there are violations of the rules or if the activity is deemed to be hazardous to personnel , buildings, equipment, etc.
14. School gymnasiums may be used for purposes and activities appropriate to the facilities. Gym shoes are required of participants in all active sports and games. Gym shoes are defined as shoes specifically designed for indoor sports and are not, nor have been, used as general footwear out of doors.
15. The user of outside facilities will be expected to provide for clean up of the grounds. Organizations not providing the necessary clean up will be charged for custodial wages plus payroll costs.

LOWELL SCHOOL DISTRICT NO. 71 USE OF FACILITIES FEE SCHEDULE 2011112

| Class | I | II | III | IV | V |
|---|-----------|-----------|---|--|--|
| Classroom | No charge | No charge | \$50.00 Custodial fees Open/Close fee | \$100.00 Custodial fees Open/Close fee Utilities *Set up fee | \$100.00 Custodial fees Open/Close fee Utilities *Set up fee |
| Library | No charge | No charge | \$50.00 Custodial fees Open/Close fee | \$100.00 Custodial fees Open/Close fee Utilities *Set up fee | \$100.00 Custodial fees Open/Close fee Utilities *Set up fee |
| Gymnasium | No charge | No charge | \$50.00 | \$150.00 | \$150.00 |
| Community Use of School Facilities - KG | | | | | |

| | | | | | |
|---------------|-----------|-----------|----------------|----------------|----------------|
| | | | Custodial fees | Custodial fees | Custodial fees |
| | | | Open/Close fee | Open/Close fee | Open/Close fee |
| | | | | Utilities | Utilities |
| | | | | *Set up fee . | *Set up fee |
| Playing Field | No charge | No charge | \$50.00 | \$150.00 | \$150.00 |
| | | | Custodial fees | Custodial fees | Custodial fees |
| | | | Open/Close fee | Open/Close fee | Open/Close fee |
| | | | | Utilities | Utilities |
| | | | | *Set up fee | *Set up fee |

All fees will be determined annually by the Board, according to current costs.

*Additional \$6 per person for overnight request.

**If necessary and may include chairs, tables, sound system and other requested equipment.

END OF POLICY