

# Facilities/Grounds Use Agreement

## North Lake School District No. 14

57566 Fort Rock Road

Silver Lake, OR 97638

Phone: 541-576-2121

Fax: 541-576-2705

Date: \_\_\_\_\_

The (organization) \_\_\_\_\_ requests the use of the

(building and space) \_\_\_\_\_

on (day) \_\_\_\_\_ (date) \_\_\_\_\_ from (time) \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
p.m. to \_\_\_\_\_ p.m.

Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

The purpose of this use is for: \_\_\_\_\_

1. All authorized use of school or school grounds or facilities require the user to leave the grounds in a condition equal to or better than just immediately prior to use. For those who wish to have a continual usage permit of the gym, such as a city recreation program, a refundable deposit of **\$100.00** will be required. This deposit will be refunded at the time that the key is returned to the district administrator and the gym has been checked out for possible damage.

2. It is agreed that the party or parties using the school facilities will exercise every care in protecting school property and, in the event damage results from the activity or activities, the school administration must be immediately notified. An assessment of damage will be made by the administration, for which the using party or parties will be liable.

3. School Facilities/Grounds, will be adequately supervised by an Organizational Representative of at least 21 years of age during the authorized activity.

4. All litter, glass, cans, etc., resulting from authorized usage, will be cleaned up properly by the user immediately following the activity. All equipment, chairs, etc. must be placed back in its original location, or as instructed after use. The using party or parties may be charged for cleanup and replacement of equipment, chairs, etc., if not completed after the activity.

5. Any violation or wanton disregard of the conditions of this agreement may result in denial of future use of facilities/grounds.

6. The using party or parties shall be required to show proof of liability insurance for the requested activity if deemed necessary by the district's attorney and/or insurance agent.

7. Be it further understood that the district assumes absolutely no financial responsibility for any injury or accident, lawsuit, etc., that may occur during, or as the result of the party or parties use of grounds or facilities.

8. Equipment needed: \_\_\_\_\_

9. Other conditions: \_\_\_\_\_

10. Party responsible for keeping building key(s): \_\_\_\_\_

Organizational Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
*Signature (Organizational Representative)*

\_\_\_\_\_  
*Approved by: District Administrator*

Submit this completed form to the school office no later than **five days** prior to desired facility/grounds use.

**Date key issued:** \_\_\_\_\_

**Date key returned:** \_\_\_\_\_

Copies to: \_\_\_\_\_ District Administrator

\_\_\_\_\_ Building Custodian

\_\_\_\_\_ Organizational Representative

\_\_\_\_\_ Building key(s) responsibility

# **Public Conduct on School Property**

## **No person on school property shall:**

1. Injure or threaten to injure another;
2. Damage the property;
3. Violate parking regulations;
4. Drive a vehicle in an unsafe manner;
5. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on school property which has been authorized by the Board, Superintendent, building Principal or other authorized administrator;
6. Enter any portion of school premises at any time for purposes other than those which are lawful and authorized by school officials;
7. Consume, distribute, sell, use, give, display, or deliver tobacco, drugs, alcoholic beverages or substances other than prescription drugs;
8. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as any group of 2 or more persons whose purposes include the commission of illegal acts;
9. Verbally attack any individual in a manner intended to intimidate or to use profanity during any activities or program.
10. Willfully violate other rules and regulations adopted by the Board designed to maintain public order on school property.

Persons having no legitimate purpose or business on school property or violating or threatening to violate the above rules may be referred to law enforcement officials.

## **Community Use of School Facilities and Grounds**

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with school use of the facilities.

The Board supports the community education concept, which encourages the usage of district facilities by community members for recreation, education and service activities. The following community activities, programs and groups may be approved for building and grounds usage:

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 non-school activities;
5. Adult-related non-school activities;
6. Other community activities, programs and groups as approved by the Board.

The Board expects the users to treat the facilities with respect. A **Facilities/Grounds Use Agreement** must be completed by the person or group and submitted to the school office as the means to request use. The users must agree to all guidelines on the **Facilities/Grounds Use Agreement** form. The signature of the district administrator constitutes approved use. When deemed necessary by the administration, a building custodian may be required on site during the activities which may require payment of wages by the user group. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate building administrator, building custodial staff and facility user and placed on the district calendar.

## **Authorized use of School Equipment and Materials**

The Board believes that although school district equipment is purchased by taxpayers, it is primarily purchased to provide for and/or to enhance students' educational programs. It is the Board's responsibility to protect and maintain this equipment. Equipment will be available only to district community members and district employees engaged in school district educational activities.

In all cases, equipment shall not be used for private financial gain.

## **Building Security During Non-Custodial Hours**

Access to school buildings and grounds during non-custodial hours shall be limited to district personnel, when required, and for community activities.

For community activities, the Facilities/Grounds Use Agreement will identify who will **be responsible to OPEN and CLOSE** the **BUILDING** or provide access to the grounds. The organizational representative will be responsible to coordinate with this person who will be known as the **KEEPER of the KEY** (See item 10 on reverse page.)

The **Keeper of the Key** must obtain appropriate keys and security instructions from the school administrator prior to use of Facilities/Grounds.