

FACILITY USE POLICY  
EXCLUDING CENTER FOR THE ARTS

The West Salem Board of Education encourages and permits the use of facilities by the West Salem School District community, area groups and non-profit organizations for educational, civic, recreational and cultural activities under the following conditions:

- A. The activities do not interfere with a school group's plans to use the facilities.
- B. The building principal retains the right to set the length of time for use of facilities; i.e., hours, days, months and year.
- C. School facilities are not to be used for activities that reflect and/or discredit the history or government of the United States or its political subdivision, or any racial, ethnic, political, or religious group.
- D. Facility cleanup, property damage and personal injury:
  1. Approved groups and organizations using facilities agree to be responsible for the care and order of the school buildings and grounds to be used, including crowd control and clean up of the area used. Groups and organizations failing to do so shall be required to pay the costs incurred in bringing those buildings and grounds to their prior condition and to pay for any damages sustained. Costs will be documented and determined by administration or its representative. Matters of judgment will be determined by the building administration concerning fees.
  2. Users will be required to furnish proof of liability insurance at the time of making a building use application.
  3. Responsibility for personal injury shall be assumed by the parties using school facilities.

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- E. The building principal will decide what physical areas of the building will be utilized to host an event in accordance with safety and security considerations for both the participants of an activity and the building as a whole.
- F. Administrative discretion will determine the need for custodial, supervision, computer technician, and food service personnel needs based on the size and scope of the event or activity to take place in the school facilities.
- G. A member of the Food Service Department appointed by the food service director shall be on duty whenever Food Service facilities are being used with the exception of the concession stand. Applicable fees will be assessed for the preparation, distribution, and clean-up of food items.
- H. A computer technician will be appointed by building administration when the computer labs are utilized. Applicable fees will be assessed for the technician's time.
- I. Use of school facilities to religious organizations may be granted during non-school hours.
- J. Organizations must comply with all district policies.
- K. The facilities in use are to be supervised by adults.
- L. Users failing to comply with Board rules and regulations shall be notified, in writing, of the infractions and shall be denied permission to apply for a period of one year.

APPROVED: July 19, 2004

REVISED: January 26, 2009