

Facility Use APPLICATION

- A. Applications for use of school facilities shall be submitted for approval to each supervising building principal.
- B. Requests to use the swimming pool or the outdoor education center shall be submitted to the district office. All other requests shall be submitted to the principal of the building to be used.
- C. Proof of insurance will be required before application is processed.
- D. Copies of the application form should be provided to the person or organization making the request, the supervising building principal, the Food Service (if applicable)the district account's manager (if fees are to be billed), Director of the Outdoor Education Center (if applicable), and to the maintenance supervisor.
- E. Buildings or facilities are to be used only for the purpose(s) designated in the application.
- F. In no instance should members of outside organizations and groups, other than the West Salem Recreation Department, be furnished a key to the building. The building principal should make arrangements in advance for one of the school-employed personnel, preferably a custodian, to open a building, be on call in the building during an activity and close the building after the activity.
- G. The business office will send a statement to the person(s) or organization in a timely manner once the necessary information regarding fees is received.
- H. Each building principal shall keep an up-to-date calendar of student events which he/she has approved and scheduled for his/her building. This schedule shall have first priority.
- I. The Director of Building and Grounds shall arrange for custodial and/or the Director of Nutritional Services shall arrange for food service personnel and the computer coordinator for computer technicians during the time the facilities are to be used by the public.

West Salem School District
Policy 830-Rule

- J. A "local organization" is defined as a group in which the majority of those present at the gathering are residents of the School District of West Salem.
- K. The organization must identify the person(s) in charge of and responsible for the event.
- L. Outdoor Education Center
 - 1. Marked trails should be followed at all times.
 - 2. No fires shall be permitted without written permission from the superintendent.
 - 3. Hunting shall be allowed only during deer gun season and only with written permission from the superintendent.
 - 4. Wildflowers, plants, trees or specimens of any type shall not be picked without written permission from the superintendent.
 - 5. Users shall take all garbage with them.
 - 6. Motorized vehicles are not allowed off the roads.
 - 7. No tree stands are allowed overnight.
 - 8. Marking of trees and shrubs is not permitted.
- M. Athletic Field
 - 1. The athletic field and its related equipment shall be prepared and maintained by the School District of West Salem, unless stipulated otherwise in the use agreement.
 - 2. Teams using the athletic field shall not have use of the dressing room facilities unless the school district schools are involved.
 - 3. Under special circumstances, the locker room and/or dressing room facilities may be utilized with special permission from the building principal.
 - 4. In case of inclement weather or wet grounds, the event administrator, West Salem School District or Village of West Salem Recreation Director, shall be the final judge as to the playing condition of the athletic field.
 - 5. The West Salem School District reserves the right to deny the use of athletic fields at any time for safety considerations and/or the long-term health and maintenance of the athletic fields.

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