

FACILITY USE POLICY
EXCLUDING CENTER FOR THE ARTS

The West Salem Board of Education encourages and permits the use of facilities by the School District of West Salem community, area groups and non-profit organizations, as well as other outside 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, or designee, 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. In the event that school is cancelled, no school facilities may be utilized without building principal or designee's approval.
- E. The School District of West Salem reserves the right to deny the use of district facilities if it is determined that the use would result in damage to those facilities.
- F. 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.

School District of West Salem
Policy 830

2. Users will be required to furnish proof of liability insurance at the time of making a building use request. Such general liability insurance should have minimum coverage limits of \$1,000,000 per occurrence, \$1,000,000 for personal injury, and \$100,000 for damage to rented premises.
 3. Responsibility for personal injury shall be assumed by the parties using school facilities.
- G. The building principal, or designee, 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.
- H. The building principal, or designee, 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.
- I. 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.
1. The use of the kitchen for any function requires a Nutrition Services Department employee to be present. The Nutrition Services Employee shall act as a supervisor only during the event. They will supervise the use of all equipment, including ovens and refrigeration, and will be available to assist with simple food preparation and clean up. The district cook will ensure that all local, state and federal health and safety regulations for the preparation, service and storage of all food products are adhered to.
 2. Catering charges are separate from any rental fees assessed. Catering includes, but is not limited to; the preparation of foods, catering equipment, disposables, and consumables.

School District of West Salem
Policy 830

3. Borrowing of kitchen equipment for in-house functions is not allowed without prior authorization from the Director of Nutrition Services. Kitchen equipment MAY NOT be borrowed for any use out of the school building.

These guidelines are set up for your safety and our assurance that the kitchen is maintained as a safe and sanitized facility.

- J. Use of school facilities to religious organizations may be granted during non-school hours.
- K. Organizations must comply with all district policies.
- L. The facilities in use are to be supervised by adults.
- M. Users failing to comply with Board rules and regulations shall be notified, in writing, of the infractions and may be denied facility usage, and shall be denied permission to apply for a period of one year.

APPROVED: July 19, 2004
REVISED: January 26, 2009
REVISED: April 22, 2019