

Facility Use Requests

- A. Requests for use of school facilities shall be submitted online, through the district website, and approved by the respective building principal or designee.
- B. Requests to use the Outdoor Education Center shall be submitted to the District Office.
- C. Proof of insurance will be required for approval of facility requests.
- D. Buildings or facilities are to be used only for the purpose(s) designated in the application.
- E. 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, or designee, 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.
- F. 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.
- G. Each building principal, or designee, will 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.
- H. The organization must identify the person(s) in charge of and responsible for the event and list the person(s) on the online request form.
- I. 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.

School District of West Salem  
Policy 830-Rule

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 Facilities

1. The athletic facilities and related equipment shall be prepared and maintained by the School District of West Salem, unless stipulated otherwise in the use agreement.
2. The locker rooms may be utilized with permission from the building principal or designee.

APPROVED as a part of Policy 830: July 19, 2004

REVISED and RENAMED: January 26, 2009

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