



Administrative Directive 3.30.011-AD

Community Use of School Buildings and Facilities: Short-Term Use

I. Use of District Facilities

- a. District facilities are available for short-term use when such use does not conflict with District programs, operations, or activities and in accordance with the priority use list. Such use shall be arranged through the Civic Use of Building (CUB) department, and in accordance with this administrative directive.
- b. Administrative directive 3.30.012-AD shall be followed when the District enters into a contract or joint-use agreement and a cost –sharing partnership is present.
- c. School Principals or their designee shall review and approve short-term use to ensure there are no conflicts with school use. The Chief Operations Officer shall have final authority on the use of all District facilities.

II. Definitions

- a. “District facilities” include, but are not limited to: classrooms, gymnasiums, cafeterias, auditoriums, fields, and computer labs.

III. Priority of Use List

- a. District and schools.
- b. PTA/PTO/Booster Clubs.
- c. Users under Executed Special Agreements:
 - i. IGAs (e.g., Portland Parks and Recreation).
 - ii. Approved Child-Care Providers contracted by PPS (e.g., YMCA Care).
 - iii. Organizations with PPS partnership agreements (e.g., SUN Schools).
- d. Youth Activities for PPS students provided through Non Profit/Community Entities.
- e. Youth Activities for PPS students provided through For-Profit/Community Entities.
- f. Other users.

IV. Terms of Use

- a. Responsibility – User agrees to supervise and accept responsibility for the activity and conduct of its participants and to abide by the terms and conditions listed on the CUB application.
- b. Compliance – User must comply with all other District policies; health and safety regulations; and city, county and state regulations.

- c. Indemnification – User agrees to assume liability for damages and injury that occur as a result of the use permitted.
- d. Insurance - User may be required to provide proof of insurance naming the District as an additional insured or purchase insurance through the CUB office.
- e. Accessibility – User shall be responsible for determining the accessibility of the building and the specific areas permitted, as not all areas of District facilities are accessible.
- f. Equipment and Storage - User shall not deliver, store or build any equipment or storage containers on District facilities without obtaining written approval from the CUB office. The District reserves the right to remove, at user’s cost, any unapproved equipment or storage containers on District facilities 30 days after written notice to user. The District may charge for such storage at its sole discretion.
- g. Non-Transferability of Permit – User may not sell, assign, or otherwise convey the permit.
- h. Limitation of Use – The following are NOT permitted in District facilities:
 - i. Alcohol, drugs, tobacco, gambling, and weapons.
 - ii. Outside food and beverages without special permission. Food and beverages are strictly prohibited in auditoriums and computer labs.
 - iii. Advertising, sale of merchandise, and commercial enterprises.
 - iv. Public dances.
- i. Custodial Services –District custodial services shall be provided for all permitted indoor use of the District facilities when a District custodian is not otherwise scheduled at the site. All costs associated with the District custodian requirement shall be borne by the user, and overtime rates shall apply. Custodial fees are waived for the following:
 - i. A District site administrator may substitute for District custodial service when a District custodian is not scheduled at a site. In such instance, site administrator responsibilities are outlined in Section j. below.
 - ii. During a PPS fiscal year (July to June), PPS Title 1 Schools, PPS Comprehensive Supports and Intervention (CSI) Schools, and PPS Targeted Supports and Interventions (TSI) Schools shall be provided one fee waiver for up to eight consecutive hours (six hours for one or more events on a single day plus an hour before and after the event(s) for custodial opening, preparation, cleaning, and closure procedures) of overtime custodial coverage for PTA/PTO/Booster Club (Sponsor) sponsored event/s. During the six hour event(s) period, total attendance may not exceed three hundred (300) at any point in time. The school must have Title I, CSI, or TSI status at the time of the event(s) for this fee waiver to apply. The request for a fee waiver shall be made by the Sponsor when submitting the CUB permit request and

shall be subject to the availability of custodian staff and the approval of process as noted in Section VI, below. Fees for custodial coverage for one-time events in excess of eight hours will be charged to the User.

- j. District Supervision – In the event that there is no District custodial designee assigned during the permitted period, a District site administrator must be present during the entire event and shall take responsibility for securing and cleaning the facility.
- k. Security – The District reserves the right to require 3rd party security be present during a permitted event. The Director of District Security Services shall determine the circumstances when such 3rd party security shall be required. All costs associated with the security shall be borne by the user.
- l. Nutritional Services – District Nutritional Services reserves the right to allow use of District kitchen equipment. If District kitchen equipment is used, an invoice for such use will be issued to the user directly from the office of Nutritional Services.
- m. Blanket Permits – The District shall not issue blanket permits for weekend use.
- n. Enforcement – District site administrator and/or custodial staff have the authority to enforce compliance to the Terms of Use.
- o. Violation of Terms – Violation of the Terms of Use shall be cause for cancellation of the permit and possible restriction of future use of District facilities.

V. Application Process

- a. A CUB application shall be submitted to the CUB office via the online application process.
- b. The person making the application shall be at least 18 years of age and agrees, by signature, to all terms and conditions set forth in the application.
- c. All portions of the application shall be completed according to the written instruction.
- d. Applications shall be submitted at least 20 days prior to the requested use to allow for processing.

VI. Approval Process

- a. CUB applications are forwarded to the District site administrator of the facility requested. Approval is based on:
 - i. Availability of the space requested and the priority list.
 - ii. Appropriateness of the activity for the space requested.
- b. The application is then forwarded electronically by the site administrator to the CUB office for final approval, scheduling, invoicing, and the issuance of the use permit.

VII. Invoicing

- a. The applicant will receive an invoice if fees are assessed. A use permit will be issued upon receipt of payment.

VIII. Fees

- a. A nonrefundable application fee is required for non-District activities.
- b. Usage fees will be assessed according to the current fee schedule, which shall be escalated annually by three percent (3%).
- c. No volume or in-kind discounts shall be provided.
- d. Fees are invoiced upon approval of use by the site administrator of the requested facility.
- e. Payment is due upon receipt of the invoice in order to confirm the permit.
- f. Payment is made directly to CUB office by credit card, check, cash, or money order.
- g. Use fee categories are:
 - i. For-Profit
 - ii. Non-Profit
 - iii. Cost-Sharing Rates (see 3.30.012-AD)
 - iv. Additional fees (e.g., security, custodian, storage, etc.)
 - v. Application, change, and cancellation fees

IX. Use Permit

- a. Upon payment of the invoice, a CUB permit will be issued to the applicant and to the site administrator and custodian of the permitted facility. **The permit must be presented to the site administrator or custodian upon arrival.**
- b. Changes to any portion of the permit must be approved by the site administrator of the permitted facility. In addition to any applicable use fees, the following provisions apply:
 - i. One change shall be allowed free of charge. Thereafter, a change fee is assessed to alter the permit.
 - ii. A corrected CUB permit must be issued.

X. Cancellations

- a. Cancellation by a user.
 - i. If a permit is cancelled more than 2 weeks before the event, a fifty-dollar (\$50.00) cancellation fee will be retained.
 - ii. If a permit is cancelled less than 2 weeks before the event, 50% of the use fee will be retained.
 - iii. If a permit is cancelled less than 24 hours before the event, 100% of rental fee will be retained.

- b. Cancellation by the District may be necessary due to unforeseen circumstances and will require:
 - i. A good-faith effort by the District to provide a 5-day notice to the user.
 - ii. Activities to be relocated to an alternate appropriate site whenever possible.
 - iii. In the event an activity cannot be relocated, 100% of the portion of the rental fee associated with the cancellation be refunded.

History: Adopted 8/2002, Revised 10/2016, Revised 9/2019