

APPENDIX E: RESOURCES

The following section includes information that is relevant for the implementation of the Cave Junction Parks and Recreation Master Plan. The information includes:

- Section A: Bathroom Best Practices
- Section B: Parks and Recreation Funding Sources
- Section C: Recommended Partnerships
- Section D: Three Rivers School District Rental Forms

Section A: Bathroom Best Practices

The following project examples demonstrate principles that may be used in the design of safer and more durable toilets.

1. Bethesda Park in Durham, North Carolina

An easy to maintain restroom.



- Prefabricated facilities are durable and not expensive.
- The interiors of the pre-fab unit are sturdy and vandal-resistant.
- The building is located adjacent to a pedestrian footpath with the cubicle entrances facing onto the most active spaces – the carpark and the playground.
- Restroom entries are not obstructed in any way and clearly visible from most directions.
- Designated gender allocation is clearly visible in language and symbol.
- Outdoor fountain attached to the building.

2. Decker Park in Brighton, Australia

A stand-alone 'off-the-shelf' toilet facility.



- Generous roofed area outside the restrooms that provides cover for required circulation space.

- Gap from the finished floor level.
- The building is located adjacent to a pedestrian footpath with the entrances facing onto the most active spaces – the carpark and the playground.
- Restrooms entries are not obstructed in any way and clearly visible from most directions.
- Continuous accessible path of travel to and around toilet.
- Surrounding trees are an appropriate distance away to avoid debris gathering in gutters and on the roof.
- Designated gender allocation is clearly visible in language and symbol, including characters in braille in accordance with Disability Standards.
- Outdoor fountain attached to the building.

3. East Branch Park in San Ramon, California

A personalized pre-fabricated structure.



- Prefabricated facility designed to blend with the general look of the development.
- The stone for the wainscot is used elsewhere in the development and the tile roof was chosen to match the roof material on the homes. It was important to continue that whole theme throughout the park.
- The building is located adjacent to a pedestrian footpath with the entrances facing onto the most active spaces – the carpark and the playground.
- The building entries are not obstructed in any way and clearly visible from most directions.
- Designated gender allocation is clearly visible in language and symbol.
- Outdoor fountain attached to the building.

Extract from GOING PUBLIC: an assessment of restroom facilities in City of Durham parks (January 2014)

“These pre-fabs are not inexpensive, though typically they cost no more than a comparable stick-built building. Durham has paid from \$165,000 to \$200,000 for these two-room installations, depending upon how much site work and utility work

was required to complete them. A study done for the City Council of Salt Lake City in 2012 compared the costs of various types of pre-fabricated toilets with similar amenities from different major manufacturers. Staff looked at the cost of a one-stall (one room) installation, including permitting and construction:

Stick-built by local contractor	~\$90,000
ROMTEC, Inc.	\$82,571
CXT Concrete Buildings	\$78,614
Hunter Kneppshield Co.	\$92,702
Restroom Facilities, Ltd.	\$148,460
Public Restroom Company	\$117,281
The Portland Loo	\$156,000

Staff Recommendations To Address Vandalism

- Repaint interior and exterior of existing structures in graffiti-resistant paint (paint with silicon or some similar material included in its mixture so that graffiti and stains wash off with water).
- Clean up / remove any graffiti immediately upon its discovery.
- Remove all glass mirrors from existing restrooms and replace with stainless steel.
- Replace existing porcelain toilets, sinks, and urinals with a different material; there are now stainless steel down-flush (rather than wall hung) replacement toilets being manufactured for this upfit use, and even carbon graphite toilets.
- Replace paper towel containers with air driers and all plastic handwash soap dispensers with metal ones.
- Remove any remaining copper piping in older restrooms and replace with PVC or flexible piping.

These products would cost approximately \$1,000 for paint for typical park restroom structure, and \$2,000 per sink/toilet/urinal combination."

Section B: Parks and Recreation Funding Sources

Providing the necessary resources for parks and open space can be a challenge for small communities. This Master Plan identifies capital improvement projects for Cave Junction's park system based on community input. The City will need to pursue new and ongoing funding sources to fulfill identified capital improvement and maintenance goals. Cave Junction should strive to have a diversified funding and support strategy that is comprised of short and long-term sources.

This appendix presents potential strategies for funding and supporting Cave Junction's parks and recreation. This includes a description of public revenue-generating sources, grants, and donations. This section also describes non-monetary support such as partnerships and volunteerism.

Key questions the City should ask as it pursues a funding and support strategy are:

- How much funding is needed to maintain *existing* park and recreation facilities?
- How much will be needed to maintain *future* park and recreation facilities?
- What stable, long-term funding sources can be created for ongoing maintenance, land acquisition and capital improvement needs?
- What long-term partnerships can be pursued?

Possible Funding Strategies

Funding sources most appropriate to Cave Junction are expanded upon in the following sections. The City can use this as a starting place to begin thinking about how to compile a stable and sufficient funding stream for parks and recreation.

Bonds

To issue long-term debt instruments (bonds), a municipality obtains legal authorization from either the voters or its legislative body to borrow money from a qualified lender. Usually the lender is an established financial institution, such as a bank, an investment service that may purchase bonds as part of its mutual fund portfolio, or sometimes, an insurance company.

Issuing debt is justified based on several factors:

- Borrowing distributes costs and payments for a project or improvement to those who will benefit from it over its useful life, rather than requiring today's taxpayers or ratepayers to pay for future use.
- During times of inflation, debt allows future repayment of borrowed money in cheaper dollars.
- Borrowing can improve a municipality's liquidity to purchase needed equipment for project construction and improvements. Debt issuance also does not exhaust current cash-on-hand, allowing such general fund revenues to be used for operating expenses.²

² *Oregon Bond Manual – 4th Edition*, 1998, Oregon State Treasury and Municipal Debt Advisory Commission.

The longer the maturity term, the higher the interest rate required to borrow for that period of time because borrowers have to compensate investors for locking up their resources for a longer time.

Oregon law requires that all Unlimited-Tax General Obligation (ULTGO) bonds be authorized by a vote of the people. The *Oregon Bond Manual – 4th Edition*³, recommends municipalities hire a bond counsel prior to the bond election to ensure that all requirements are met for a legal bond election.

The Bond Manual also notes that approval of an ULTGO bond requires considerable effort. Some examples of ways to gain public support include attitude polls, forming a bond issue citizens' committee, holding public meetings, leaflets, and door-to-door canvassing. Note that under Oregon law, no public resources may be used to advocate a pro or con position regarding a ballot measure. Accordingly, any printed materials must be purely explanatory in nature.

A fundamental rule associated with issuing long-term debt instruments is that they may not be issued for maturity longer than the project's useful life. People should not be paying for a major park or recreational facility after it is no longer in use.⁴ Furthermore, Cave Junction should be very clear about the specific actions to be carried out with the bond revenue. Working with the community is an important aspect of passing a bond.

The key benefit of bonds for park acquisition is that the City can generate a substantial amount of capital. This capital can then be used for land acquisition or improvements to existing parks. Since this Master Plan does not suggest major land acquisitions or hugely expensive park improvements, bonds are not a good fit funding the City's park system at this time.

Tax Levies

A local option levy for capital improvements provides for a separate property tax levy outside the City's permanent rate limit. This levy may be used to fund a capital project or a group of projects over a specified period of time, up to ten years. Revenues from these levies may be used to secure bonds for projects or to complete one or more projects on a "pay as you go" basis.

The advantages of levies include reduced interest, increased flexibility, enhanced debt capacity, improved borrowing terms, and increased fiscal responsibility. The major disadvantages of this approach are insufficient funding, intergenerational inequity (if, for example, long-term facilities are paid for disproportionately by current users), inconsistency of funding requirements, and use of accumulated

³ *Oregon Bond Manual- 4th Edition*, 1998, Oregon State Treasury and Municipal Debt Advisory Commission

⁴ Crompton, John L. 1999. *Financing and Acquiring Park and Recreation Resources*. Champaign, IL, Human Kinetics.

reserves. There are also legal requirements including property tax limitations imposed by Article XI, Section 11 of the Oregon Constitution.⁵

Local option levies require voter approval and are subject to the double majority requirement. In addition, increases in the assessed valuation of each property are limited to three percent per year (Section 11(1)(b)), with special exemptions for property that is improved, rezoned, subdivided, or ceases to qualify for exemption. In combination with the fixed permanent rate, the limitation on the growth in assessed value will limit the growth of taxes on individual properties to an average of 3% per year. Due to these limitations, local option levies are not generally considered to be a good alternative to the use of general obligation bonds for large projects or groups of projects.

Property tax levies can be used for facility operations and maintenance, land acquisition, and capital improvements.

The Special District Option

In addition to a standard property tax levy through the city, it is also possible to levy property taxes through special districts. Chapter 266 of the Oregon Revised Statutes describes the process for forming and operating a special taxing district for parks and recreation. Chapter 198 of the Oregon Revised Statutes describes additional requirements for special districts.

If formed, the boundaries of the parks and recreation special district could be designated as larger than just the city limits of Cave Junction. Once formed, the special district would have the authority to levy *up to* 0.5% of the real market value of all taxable property within the district.

While a special district would provide flexibility and stable revenue for ongoing maintenance/operation of Cave Junction's parks and recreation system, the process of forming a special district is extremely time and resource intensive. Without sufficient outreach and preparation, it is often politically unfeasible to get voters to approve district formation and the accompanying added tax burden.

System Development Charges (SDCs)

The City of Cave Junction currently does not have SDCs for the park system. According to Oregon's Legislative Committee Services, System Development Charges are one-time fees charged on new development, and certain types of redevelopment, to help pay for existing and planned infrastructure to serve the development.⁶ SDCs can only be used for capital improvements, not ongoing maintenance.

Many cities in Oregon rely on SDCs for developing their park systems as populations increase and more demands are placed on park systems. In 2013, the

⁵ Section 11 was created via House Joint Resolution 85, 1997 and adopted by the people of Oregon, May 20, 1997 via Measure 50

⁶ Adkins, Janet. "A Background Brief on System Development Charges." May 2004. *Legislative Committee Services Background Brief*. Volume 2, Issue 1. https://www.oregonlegislature.gov/lpro/Publications/2004GG_System_Development_Charges.pdf

League of Oregon Cities released a survey of SDCs charged in cities across Oregon: https://www.orcities.org/Portals/17/Premium/SDC_Survey_Report_2013.pdf. If Cave Junction decides to add an SDC for parks and recreation, the information in League's survey can help the City determine a reasonable rate based on nearby and/or similar cities. If the City decides to move forward with creating a park SDC, we recommend the City hire a consultant to generate a methodology for calculating the SDC rate. The consultant can also assist with preparing the appropriate rate adoption and implementation measures for the City.

User Fees

Obtaining funding for the ongoing maintenance and operations of parks and recreation systems is a challenge for most cities in Oregon. Many funding sources are only available for capital improvements and do not provide for the long-term maintenance and operation costs of parks and recreational programs. In addition to tax levies, user fees are one of the few mechanisms governments can use for supporting the ongoing maintenance of a park and recreation system.

User fees are charged directly to park and recreation patrons for a specific purpose or activity. Examples include rental fees for picnic pavilions or fees charged for participating in recreational programming. In some cases, cities may also charge parking fees to help support the park system, or add an additional fee on residents' utility bill that can be applied towards park maintenance.

Donations

Two key motives for donation are philanthropy and tax incentives. These benefits should be emphasized when collaborating with landowners. There are many strategies for securing donations including building public relations, creating a healthy community, and boosting employee morale. Another strategy includes existing tax structures that have built in incentives for donating land. It is important to note that for some potential donors, tax considerations are the primary reason for considering a major land donation.

Soliciting donations takes time and effort on the part of City staff, but can be mutually rewarding. However, before donations are secured it is important to set up a foundation to accept and manage them. The City should begin working to set-up such a group or recruit volunteers to provide the services. Generally, donations are not stable sources of land or finances and should not be relied upon for a major portion of funding.

Pursuing donations through partnerships may provide advantages to all parties involved. For example, working a land transaction through a non-profit organization may provide tax benefits for the donor, can provide flexibility to the City, and can reap financial benefits for the non-profit.

Partnerships & Volunteering

Partnerships can play an important role in the acquisition of new park and recreation facilities and in providing one-time or ongoing maintenance support. Public and private organizations may be willing to partner with the City. Such

partnerships can provide funding resources to acquire additional parks and recreation services. Certain organizations may be interested in improving or maintaining an existing facility through a sponsorship. This method is a good way to build cooperation among public and private partners.

Many cities have a local “Friends of the Parks” nonprofit organization that works in partnership with the City to maintain and fundraise for the park system. Such an organization often has the capacity to rally volunteers who help with park maintenance, assist with special events (including fundraisers), and provide staffing for recreational programs.

Although partnerships may not yield monetary benefits, there are other important benefits including:

- Removing service duplication or use of complementary assets to deliver services;
- Enhancing stability because future service is more probable where partnerships exist;
- Enhancing organizational effectiveness and image;
- Pursuing projects that the city would not have the resources to complete;
- Identifying opportunities through partner organizations; and
- Providing educational opportunities.

The key problem with partnerships is that there is no guarantee of success. Developing projects with partners requires considerable time and energy.

Grants

Grants are a good strategy to supplement park acquisition and development funds. Many grant organizations fund park acquisition and improvements, although few provide funds for ongoing maintenance activities. Two factors that make grants challenging are (1) most grant organizations have lengthy processes that will require staff time and effort, and (2) grants usually have very specific guidelines and only fund projects that specifically address their overall goals. Moreover, grants should not be considered a long-term stable funding source.

The Local Government Grant Program administered by the Oregon Parks and Recreation Department (OPRD), for example, require that the proposed project be consistent with the outdoor recreation goals and objectives contained in the State Comprehensive Outdoor Recreation Plan (SCORP). Because grants are usually highly competitive, staff time should be allocated carefully to apply for grants that are a good fit. Likewise, partnerships should be pursued for volunteer grant writing.

Because many grant agencies look favorably upon collaborative projects, a potential benefit of grant proposals is that they can foster partnerships between agencies, organizations, and the City. The final section of this appendix includes suggestions for partnerships the City of Cave Junction should consider.

In the following pages, we provide a list of grants and organizations that offer grants that may be relevant to Cave Junction’s efforts to improve the park and recreation system.

State of Oregon Resources

- Park and Recreation Department Grants
 - Local Government Grant Program
 - Types of eligible projects: acquisition, development, rehabilitation, planning & feasibility studies
 - <https://www.oregon.gov/oprd/GRANTS/pages/local.aspx>
 - Recreation Trail Grants (RTP)
 - “RTP are national grants administered by OPRD for recreational trail-related projects, such as hiking, running, bicycling, off-road motorcycling, and all-terrain vehicle riding.”
 - <https://www.oregon.gov/oprd/GRANTS/Pages/trails.aspx>
- Land and Water Conservation Fund
 - “The LWCF grants provide matching grants to state and local governments for acquiring and developing public outdoor recreation areas and facilities.”
 - https://www.oregon.gov/oprd/GRANTS/Pages/lwcf_other.aspx
 - State specific resources and examples
 - Land and Water Fund Coalition
 - <https://www.lwcfcoalition.com/tools/>

Federal Resources

- Federal Lands to Parks Program
 - “When federal land becomes available for reuse, the General Services Administration will notify other federal and state agencies. Staff review notices of available property for park and recreation opportunities, and notify relevant state, regional and/or local park agencies. A state or local government agency interested in property for parks or recreational areas should notify the Federal Lands to Parks Program regional office in writing of its interest.”
 - https://www.nps.gov/ncrc/programs/flp/flp_get_land.html

Regional Resources

- Rogue Gateway Rotary Club District Grants
 - The Rotary Club of Illinois Valley can apply for district rotary grants. This grant can be applied toward a specific need in pool development, as they are intended to serve small-scale, short-term needs in club communities.
 - <https://roguegateway.org/rotary-international/rotary-grants/>
 - Example: The Rotary Club’s website references youth programs as an example that “meets community need”. The Rogue Gateway Rotary Club of Grants Pass has previously awarded local community organizations such as the Siskiyou Community Health center with district grants.
- Meyer Memorial Trust
 - The Trusts’ General Purpose Grants can fund projects related to education, health, social welfare, and other community-oriented activities. The trust is not limited by time or monetary constraints for proposals.

- <https://mmt.org/apply/grant-types>
- Southern Oregon Regional Economic Development Inc.
 - Non-profit focused on economic prosperity in Josephine and Jackson Counties. Although focused on small-businesses, partnership structures could make SOREDI a potential source for loans. They also provide coordination among regional agencies for training, financial planning, help with permits, and site selection.
 - <https://soredi.org/>
- The Carpenter Foundation
 - The Carpenter Foundation provides grants for human services projects in Josephine and Jackson Counties. The foundation could be a potential source of Capital Improvements Plan (CIP) funds. They usually do not make multi-year grants & often administer one grant per agency/ per year.
 - http://www.carpenter-foundation.org/grants_applications.html
- Oregon Community Foundation
 - Community Grant Program
 - <http://www.oregoncf.org/grants-scholarships/grants>

Gateway Community and Tourism Development: Travel Oregon

- Rural Tourism Studio
 - “Oregon’s Rural Tourism Studio is a robust training program designed to assist rural communities in sustainable tourism development. Travel Oregon hopes the program will increase high-value, authentic experiences for travelers, thereby strengthening Oregon’s position as a premiere North American tourism destination.”
 - <http://industry.traveloregon.com/industry-resources/destination-development/rural-tourism-studio/>
 - Example: A Rural Tourism Studio was conducted between winter 2016 – Spring 2017 in the Southern Oregon Coast Region. The communities consisted of Reedsport, Winchester Bay, North Bend, Coos Bay, Charleston, Bandon and the Coquille River valley. Nine different workshops occurred, such as Adventure Travel and Outdoor Recreation networking, communications, and marketing.
- Rural Tourism Studio Matching Grants Program
 - “The mission of the Oregon Tourism Commission (OTC), doing business as Travel Oregon, is to encourage economic growth and enhance the quality of life in Oregon through a strengthened economic impact of tourism throughout the state. Projects that contribute to the development and improvement of local economies throughout Oregon by means of the enhancement, expansion and promotion of the visitor industry are eligible to receive funding from the Matching Grant Program.”
 - <http://industry.traveloregon.com/industry-resources/matching-grants-program/rural-tourism-studio-matching-grants-program/>
- Travel Oregon Competitive Grants Program

- “The Travel Oregon Competitive Grants Program makes awards available to eligible applicants for projects that contribute to the development and improvement of local communities throughout the state. These projects support Travel Oregon’s mission of ‘a better life for Oregonians through strong, sustainable local economies.’ To be eligible for funding, projects must be for tourism purposes and demonstrate a direct tie to the mission of Travel Oregon.”
 - <http://industry.traveloregon.com/industry-resources/matching-grants-program/oregon-tourism-commission-matching-grants-program/>
- Travel Oregon Forever Fund
 - “provides residents and travelers to Oregon an opportunity to own a piece of the state’s sustainability story by giving to projects that make Oregon a better place live and travel to.”
 - Example: “Friends of the Columbia Gorge, wants more people to explore the trail and make the nearby town of Mosier their base-camp through a new adventuring idea, supported by the Travel Oregon Forever Fund, that is called Towns to Trails.”
 - <http://www.kgw.com/mb/travel/destinations/grants-getaways/grants-getaways-towns-to-trails/439648115>
 - Sustainable Transportation Development
 - [Bike lanes/ trail development](#)
 - <http://industry.traveloregon.com/industry-resources/sustainable-tourism-development/sustainable-transportation-development/active-transportation/>
- <http://industry.traveloregon.com/industry-resources/sustainable-tourism-development/travel-oregon-forever-fund/>

Additional Resources and Potential Funding Sources

Rails to Trails

- Trail building toolkit
 - Toolkit includes guidance on corridor research, and trail planning, building, design, and management
 - <https://www.railstotrails.org/build-trails/trail-building-toolbox/lkit>

The Conservation Fund

- Resourceful Communities: People, Places, and Opportunities Program
- Conservation Leadership Network: Collaboration Program
- <http://www.conservationfund.org/resources>

Safe Routes to Play

- “Child-centered transportation planning process which helps communities assess the potential to create non-motorized connectivity between neighborhoods and parks, playgrounds, trails, and natural areas for children and their families. “Safe Routes to Play” is licensed under a [Creative Commons Attribution-Non Commercial 4.0 International License](#).”

- <http://www.gpred.org/initiatives/safe-routes-to-play/>

American Association of Retired Persons (AARP)

- Guide and toolkits to promote and design livable communities
- <http://www.aarp.org/livable-communities/archives/info-2014/livable-toolkits-and-guides.html>

Grant Resources

- The Grantsmanship Center
 - <https://www.tgci.com/funding-sources/oregon>

Section C: Recommended Partnerships

In general, we recommend that Cave Junction begin to initiate stronger and more formal partnerships with the following organizations to improve the park and recreation system:

- IVCaDo (Illinois Valley Community Development Organization)
- Boys and Girls Club
- 3 Rivers School District
- Cave Junction Lions Club
 - Source for volunteers for fundraisers, and a Friends group
- Family Living Coalition/ Healthy U
 - Healthy U currently provides fitness/yoga classes, physical therapy, and youth services. This programming could be coordinated or incorporated to enhance Cave Junction's recreational programming.
- Cave Junction Senior Center
- Josephine Community Libraries
- Siskiyou Community Health Center, Cave Junction, and school-based clinics
- Riverside Physical Therapy, Cave Junction location
- Broader region – Josephine County and nearby towns
 - Stronger partnerships with the surrounding area would be particularly desirable if the City decides to pursue the formation of a special district for parks and recreation that encompasses more than just Cave Junction.
- Rogue Community College, Illinois Valley Learning Center
- YMCA, Grants Pass

More specifically, we recommend Cave Junction pursue partnerships with the following organizations to establish new programs for recreation and youth engagement:

- Oregon State Parks and Recreation / Illinois River Forks State Park
- Josephine County Parks Department
- National Park Service; U.S. Forest Service, Bureau of Land Management
- Oregon Caves National Monument
- Land Management Partners
- Friends of the Oregon Caves and Chateau (a nonprofit group with a developed network and donor relationships)
- Rusk Ranch Nature Center
- Siskiyou Field Institute

Section D: Three Rivers School District Forms

DISTRIBUTION

- White - School
- Yellow - Dist. Office/Supt
- Pink - Applicant

THREE RIVERS SCHOOL DISTRICT

8550 New Hope Road, P.O. Box 160
Murphy, Oregon 97533



APPLICATION FOR USE OF SCHOOL FACILITIES

Name of School	Principal's Name	Date
Applicant or organization	Name of chief officer (president, chairman, or responsible person in charge)	Phone
Address of Applicant _____		
Hereby apply for permission to use: (specify room, facility or area to be used) _____		
Specify days(s) of week <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Beginning on: _____ Ending on: _____ From _____ o'clock to _____ o'clock, for the following purpose		
DESCRIPTION OF ACTIVITY: _____		



Mark the box that applies to your request:



- There will be admission charged for participation in the above activity.
- There will not be admission charged for participation in the above activity.
- There will be need for services of custodian or cook.
- There will not be need for services of custodian or cook.



AGREEMENT: The undersigned, in making application for use of the above described facility certifies that he/she is the authorized representative of the above-named applicant organization and agrees that the organization will observe all the rules and regulations governing use of school facilities as enacted by the Board of Education and the principal of the school in which the facilities are to be used. The applicant agrees to exercise the utmost care in the use of school premises and property, to provide competent and responsible supervision, and save Three Rivers School District, its Board and employees, harmless from all liability resulting from the applicant's use of said facilities. The applicant further agrees to pay a fee as outlined in Board Policy #KG-AR(3). They also agree to reimburse the school district for any loss or damage arising from the applicant's use of said facilities. Upon demand, and prior to use of the facilities, applicant will furnish school district with a policy of liability insurance in such amounts and with such coverage and in such form as school district may require, and in which school district shall be a named additional insured, and the insurance company shall be authorized to do business in the State of Oregon.

Date: _____, 20 _____

(Signature of applicant)

SCHOOL USE ONLY (Mark appropriate box)

- Approved free use
- Not Approved
- Approved paid use @ \$ _____ Fee _____



(Principal Signature)

**REFER TO ADMINISTRATIVE
RULE KG & KG-AR(1) OF THE
BOARD POLICY.**

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: KG – AR(1)
Adopted: 6/19/06
Readopted: 10/20/08

FACILITY USAGE PROCEDURES – POLICY STATEMENT

The District cooperates with the community in providing use of the District facilities when possible, so long as such use does not interfere with the education and activity programs of the schools, or with the requirements for maintenance, operation, safety and security of the physical plant and grounds.

The District recognizes that its grounds are owned by the public, and it encourages the public use of its facilities including, but not limited to, its tracks, outdoor basketball courts, tennis courts, or any other athletic venue readily available to the public outside of normal working hours.

The ultimate determination of the requirement to provide insurability, and the cost, if any, for its use, is left to the discretion of the Principal, or, in the Principal's absence, the Superintendent, or Superintendent's designee.

Application Procedure

Groups wishing to use school facilities must complete a facility use agreement (see District policy KG-AR(2)) which may be obtained from either the building principal or from the District office.

Insurance

The User shall obtain, at user's expense, a Certificate of Liability Insurance; the District and its officers, directors, and employees shall be added as additional insured. All liability insurance policies affected by this provision shall be physically endorsed onto this policy.

The Limits of General Liability Insurance shall be as follows:

Each Occurrence	\$1,000,000
Damage to Premises (each occurrence)	\$ 100,000
Medical Expense (any one person)	\$ 5,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$1,000,000
Products – Completed Ops Aggregate	\$1,000,000
Fire Damage (any one fire)	\$ 50,000

The Certificate of Liability Insurance form, along with the Facility Use Form, signed by the principal must be on file in the office of the Principal and the District's business office prior to usage of facilities. If insurance coverage is not available, the Superintendent, or designee, may agree to waive the requirement for insurance.

If the District Superintendent, Superintendent's designee, or principal determined that a Certificate of Liability Insurance is not required, the User shall sign a "hold harmless" provision and waiver of liability as part of the requirement to gain access to District facilities. The provision and waiver are included with AR(2) – *Rules Governing Community Use of District Facilities*. The User will then, in effect, be self-insuring as, under ORS 30-265, the District cannot be held liable for the actions of the User.

It is the principal's responsibility to ascertain that the proposed activity:

1. Will not be harmful to the school facility;
2. Will not interrupt the school's programs;
3. Will fit appropriately into the building use calendar;
4. Will have adequate and appropriate supervision;
5. Will not cause or allow a breach in security.

Compliance of OSAA policies, rules and regulations are the responsibility of the principal of the school making the facility use request.

Availability

- The District reserves the right to grant or deny permission for use of facilities at its sole discretion.
- Use of District facilities for church, partisan, political or sectarian purposes may be granted; however, such approval in no way implies District endorsement or sponsorship of these activities.
- Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.
- Unauthorized use of the District facilities or failure to comply with the facility use agreement or policy may result in cancellation of agreement or denial of any future use.
- Programs that serve the District's students will have priority over adult programs when scheduling facilities.

When school administrators are unavailable, the District office will determine the availability of facilities.

Cancellation

District administration is authorized by the Board to cancel building use permits when it is apparent that such action is necessary for the best interest of the District. Nevertheless, the District should give at least a 48-hour cancellation notice, when possible, if a group's approval to use the facilities must be revoked.

Supervision

All groups using any facility will provide supervision. The building principal will determine the level and type of supervision required. The District strongly recommends that a District staff representative or designee will be in attendance whenever a large group or many minors will assemble, or other situations in which potential for harm to person or property is high. When "large" groups use the facility,¹ a District staff representative is required to be in attendance; or as a minimum, to open, close, and inspect the facility after its use, as determined by the building Principal.

Costs for District provided supervision for a specific activity (including overtime labor, for groups not paying fees or paying a reduced rate) must be reimbursed to the District by the using group. All District employees who are hired by the District to supervise will be paid through the District payroll department.

The District reserves the right to require police supervision at any event the administration deems necessary and to charge the user for that supervision.

Security

District keys should not be shared or given to non-District employees without appropriate record keeping and accountability. If the principal deems it necessary to issue a key, a \$25 deposit is required. The deposit will be retained in the school's petty cash account and will be forfeited if the key is not returned by the date specified. Keys must be returned promptly at the end of each season or event.

Safety, Liability & Care of Facilities

Any organization sponsoring the use of the building or grounds shall assume liability for any accidents that occur upon the grounds or in the buildings during the times such facilities are in use under its direction.

¹ Defined as 50 or more persons; however, this determination is left to the building Principal.

The building administrator or designated supervisor has the right to stop any activity at any time if in his or her judgment there is a violation of the rules contained in this document, or if the activity is deemed to be hazardous to personnel, property, equipment or participants.

If damages occur during the use of a facility, documentation must be provided by the supervisor detailing the date, time, location, nature of the damage and the responsible party. The principal and the District office should be notified as soon as practical and photos taken if possible.

Returning the facility to the condition it was prior to usage, including cleanup and the return of all keys is the responsibility of the user. Failure to comply will result in additional charges, including the cost of cleanup, repair, re-keying and possible denial of future facility use.

To control the usage of the facility, halls are to be blocked off when school is not in session.

If a group uses a facility and the doors are left open or unlocked then a fee of \$25 shall be assessed for each occurrence.

Specialized Facilities, Equipment & Usage

1. Gyms and Multipurpose Rooms: Appropriate (non-marking) gym shoes are required for all participants involved in active sports and games.

2. Kitchens and Cafeterias:

- For activities that do not involve actual food preparation or operation of kitchen equipment, access to kitchen facilities will be allowed only under the supervision of an appropriate school employee whose responsibility would be to consult with the kitchen manager prior to the activity and to see that kitchen facilities are left as mutually agreed;
- For activities involving actual food preparation, regularly employed kitchen workers **must** be present. The actual number required depends upon the activity and must be determined by the kitchen manager and the Food Service Director. To ensure that professional food service employees will be available, requests must be submitted to the Food Service Director no less than two weeks prior to the scheduled event.

3. Playing Fields: Organizations renting playing fields will be required to provide portable restrooms for participants. Failure to comply will result in denial of future use.

Rules of Conduct for Use of School District Facilities may be found in KG-AR(2), Rules Governing Community Use of District Facilities.

Group I: Groups Granted Free Use of District Facilities²

The following groups, organizations, or activities will be granted free use of District facilities providing such use shall in no way interfere with or be detrimental to school functions. Such free use will be limited to those times when a District employee is on regularly scheduled duty. A charge will be made for the use of the facility when a District employee is required to be present or when extra heating, utility costs or cleanup are incurred beyond the normal operating hours.

- Parent club meetings and activities
- After-school sponsored activities
- Boy Scouts/Girl Scouts
- Camp Fire Girls
- 4-H Clubs

² Building Principals have the flexibility to place individual organizations in categories other than shown here, as they determine appropriate. The rationale and justification for such changes will be documented, and the documentation will be attached to the Facility Use Agreement.

- Boy's and Girl's Club (Conducted during regular school year)
- Little League
- State League - Youth
- American Legion Baseball
- Softball – Youth
- Volleyball – Youth
- AAU Basketball
- Youth Soccer Organizations
- Parks and Recreation –Youth (Conducted during regular school year)
- YMCA Club – Youth (Conducted during regular school year)
- Wellness activities for District employees only
- Fund raising activities for educational, athletic or fine art purposes benefiting District students
- Educational meeting or conferences which benefit the District and are sponsored by the SOESD, Rogue Community College, or the Oregon Board of Education
- Other groups or organizations may be added at the District's discretion

Group II: Groups Granted a Reduced Rate for use of District Facilities

The following groups, organizations or activities will be granted a reduced rate for use of District facilities:

- Boy's and Girl's Club – Summer daytime use
- Softball - Adult
- Volleyball - Adult
- YMCA Clubs - Summer daytime use
- Parks and Recreation - Adult
- Adult recreation classes
- Schools other than those in the District (for non-profit activities)
- Other groups or organizations may be added at the District's discretion

Specialized Instruction

Individuals who provide individual instruction to enhance academic, athletic or fine arts achievement will be required to follow the facility use application procedure and submit proof of liability insurance or a signed waiver of insurance. The building administrator must approve all applications before any tutoring can take place. In lieu of rental fee, the tutor shall pay 15% of whatever he/she charges students.

Group III: Groups Expected to Pay Regular Rate for use of District Facilities

The following groups, organizations or activities will be expected to pay regular rate, as prescribed by the District's fee schedule.

- Political organizations
- Commercial organizations
- Religious organizations
- Professional organizations
- Fraternal organizations
- Labor Unions
- Social groups
- Recreational groups not identified as a group granted a reduced rate.
- Fund raising activities where the net proceeds are identified and retained for the direct benefit of the patron
- Schools other than those in the District for profit-making activities

In addition, when any group uses District facilities, the District may require that one of its (the District's) employees be present.

An additional charge for District personnel will be administered when exclusive or overtime employment of school employees is required. The charge will be at the rate of one and one half the employee's regular pay.

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: KG – AR(2)
Adopted: 10/16/06

RULES GOVERNING COMMUNITY USE OF DISTRICT FACILITIES

- 1) Application for the use of any building or ground district shall be made in writing to the building principal or to the District Office (*Form 121*). Such application shall be signed by an adult who will be responsible for the care of the facility. The application shall state the organization's name, the purpose for the facility's use and the time of the proposed use.
 - a) To assure reservations of the facility, application shall be in the principal's office far enough in advance to allow ample time to properly plan for the use of the facility, preferably 10 days before the date of use. If kitchen equipment is to be used, the request must be to the Food Service Director no less than two weeks before the date of use.
 - b) As with all other District contractual matters, an agreement to provide use of the District's facilities will automatically terminate with the end of the fiscal year; after review by the Principal and/or District Office, it may be renewed as appropriate for the next fiscal year.
- 2) After approval of the application, a contract agreement between the District and the community organization shall be drawn up and signed.
- 3) Payment, when required, for use of the district facility shall be made to the District's business office within one week after the facility has been used, unless special arrangements have been made previously. Payment shall be in accordance with the contract agreement and the schedule of charges approved by the Board.
- 4) Request for the cancellation of the agreement shall be made to the building principal or the physical plant office not later than one day preceding the scheduled use of the facility. A regular charge shall be made in accordance with the contract agreement and schedule of charges for the facility engaged and not used unless such notice to cancel is given.
- 5) The Board reserves the right to cancel at any time any and all agreements for the use of its facilities; the superintendent or his/her representative is hereby authorized to cancel at any time any and all agreements issued for the use of its facilities when he/she deems such action is necessary for the best interests of the district.
- 6) The Superintendent is authorized to make reasonable exceptions to the rules and regulations covering the community use of buildings.
- 7) Any damages to district property (i.e., school grounds and buildings) shall be assumed by the sponsoring parties. The district facility shall be left in the same condition as found.
- 8) When any group uses district facilities, the District normally requires that one of its employees be present. This requirement may be waived by the Principal, after consulting with the Superintendent. An additional charge for district personnel will be administered when exclusive or overtime employment of school employees is required. The charge will be time and a half the employee's regular pay.
- 9) When any group uses district kitchen facilities, the district requires that one of its food service professionals be present.

Rules Governing Community Use of District Facilities –KG-AR(2)
(continued)

- 10) Groups or organizations granted the use of district buildings or facilities must confine their activities to that part of the building or facility for which the application was made.
- 11) Use of school gymnasium includes the use of dressing rooms, showers and lights. Towels to be furnished by the applicant.
- 12) Persons or groups using a gymnasium for recreational purposes shall be required to wear tennis shoes or gymnasium shoes.
- 13) The maximum number of people permitted in the various buildings or facilities shall be restricted to the fire marshal requirements.
- 14) The Board assumes no responsibility for properties left on the premises.
- 15) Putting up decorations or scenery or moving pianos or other furniture is prohibited unless permission is granted.
- 16) Nothing shall be sold, given or exhibited or displayed without permission. The use of school equipment is not included in the facility usage contract and is prohibited unless permission is obtained and all electrical equipment and arrangements shall be controlled by the Board or its representatives.
- 17) The Board or its representatives must have free access to all rooms at all times.
- 18) Rules of conduct for use of district facilities:
 - a. Participants are not to enter the building until the time specified in the use agreement;
 - b. All participants and accompanying audience are to remain in the agreed-upon area as described by the facility use agreement;
 - c. The user is responsible for control of audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property;
 - d. Harassment of district personnel by members of the scheduled groups will be the basis for the cancellation of the facility use agreement;
 - e. Any complaints that users have are to be reported to the building principal;
 - f. Use of tobacco is prohibited anywhere on school property, including in private vehicles;
 - g. Use, possession or sale of alcoholic beverages and illegal drugs is prohibited anywhere on school premises, including private vehicles;
 - h. District programs have priority on the use of facilities and may cause cancellation of use by outside groups. Every effort will be made to give at least 48 hours notice. Known conflicts should be listed when use agreement is prepared.

Facility User Indemnity Agreement/Waiver of Insurance

This agreement is entered into between the Three Rivers School District (hereinafter "district") and the undersigned user of district facilities (hereinafter "user").

For the purposes of this agreement, "facilities" shall mean all premises, facilities and areas, whether permanent or temporary, that are owned, leased or managed by the district.

By signing this agreement, the user acknowledges an understanding that the usual activities of district facilities may have consequences to users of the facilities that are unforeseen and unanticipated by the district.

The user understands that use of district facilities may result in bodily injury to the user or loss or damage to the user's property from both obvious and hidden dangers.

The user agrees to waive any claim against the district for bodily injury or property loss or damage the user may sustain by reason of the use of district facilities under this agreement.

The user agrees to use reasonable care while using the districts facilities so as to not cause unreasonable risk of harm to other people or property.

The user agrees to indemnify the district from all liability for bodily injury or property loss or damage arising from negligent or intentional acts of the user, against other people or property, while using district facilities.

This agreement is entered into by the user in consideration of the use of the facilities without payment to the district of a fee for insurance coverage.

The user agrees that there are no other agreements or understandings with the district regarding its facilities and an alteration of this agreement must be in writing and signed by the District Superintendent.

Dated this _____ day of _____, _____.

<i>User Information</i>	
Name of group or organization	
Name of person	
Signature	
Telephone	Address

Rules of Conduct for Use of School Facilities

- All groups will provide adequate and appropriate supervision.
- Any organization sponsoring the use of the building or grounds shall assume all liability for any accidents that occur upon the grounds or in the buildings.
- Participants are not to enter the building until the time specified in the facility use agreement.
- All participants and the accompanying audience are to remain in the agreed upon area as described by the facility use agreement.
- Use, possession or sale of alcoholic beverages or illegal drugs is prohibited anywhere on school district property. Tobacco use in any form is prohibited anywhere on school district property. This also includes any usage of these substances inside private vehicles.
- Profanity, vandalism or other misbehavior will not be tolerated.
- The user is responsible for control of the audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property.
- Harassment of school district personnel or other users of the facility will be cause for the cancellation of the facility use agreement.
- If a group leaves a door open or unlocked, they will be charged a fee and/or damages. There will be a charge for failure to return a key in a timely manner.
- Unauthorized use of the district's facilities or failure to comply with all the conditions of the facility use agreement or policy may result in cancellation of the agreement and denial of any future use.
- The building and grounds being used are to be left in good condition. Litter and spills are to be cleaned up by the user or a fee will be charged.
- Abuse of gym equipment such as backboards, rims, nets and bleachers will not be tolerated and may lead to the cancellation of the facility use agreement.
- School district programs have priority on the use of facilities and may cause cancellation of use by outside groups.
- Programs that serve the district's students will have priority over adult programs when scheduling facilities.

I have read and agree to these rules.

Group or organization _____

Signed by: _____

Date: _____

FEE CHARGES FOR USE OF DISTRICT FACILITIES

In accordance with ORS 332.172 (3), "The District may establish a schedule of fees and collect fees pursuant to the schedule for use of school buildings and grounds and other facilities"

As set forth in Policy KG, payments will be made to the Three Rivers School District and paid through the Office of the Principal.

Fees may be modified with agreement between the Superintendent and the using organizations as necessary to meet the educational or facility requirements and needs. In the event the charge does not readily fit into one of the following categories, a fair and reasonable cost will be established by the Superintendent.

The District and the requesting organization may agree to alternative forms of payment, including the performance of landscape maintenance, routine painting of exterior and interior surfaces, vacuuming, and cleaning of carpeting and other work surfaces, and any other activity for which a reasonable fee can be computed.

- Group I Free Use: no fee shall be paid to the District by the organization**
 School-sponsored/connected groups; student and parent organizations

- Group II Reduced Fees: Groups granted a reduced rate**
 Non-profit, in-district education and recreational groups, school sponsored/ connected groups, youth organizations, public agencies, community organizations of civic or service nature (non-profits must report ID number)

- Group III Regular Fees: Groups charged the regular rate**
 Private organizations, which exist primarily for the benefit of the membership: social clubs, classes taught individually for gain, church services, for-profit organizations, non-school related activities; out-of-district and/or private groups

Elementary School	Group II		Group III	
	School Day: Min two-hour charge	Non School Day: Min two-hour charge	Fee + Monitor, School Day	Fee + Custodial, Non-School Day
Gymnasium	\$10/hour	\$30/hour	\$50	\$75
Multi-Purpose/Cafeteria	\$10/hour	\$30/hour	\$50	\$75
Classroom	\$10/hour	\$30/hour	\$25	\$35
Library	\$10/hour	\$30/hour	\$40	\$50

Kitchen (requires food service employee, additional)	\$25/hour	\$50/hour	\$75	\$100
Outside Areas (no monitor)	No Charge	No Charge	\$50	\$50
Middle School	Group II		Group III	
	School Day: Min two-hour charge	Non School Day: Min two-hour charge	Fee + Monitor, School Day	Fee + Custodial, Non-School Day
Gymnasium	\$10/hour	\$30/hour	\$50	\$75
Multi-Purpose/Cafeteria/Commons	\$10/hour	\$30/hour	\$50	\$75
Classroom	\$10/hour	\$30/hour	\$25	\$35
Band/Choir	\$10/hour	\$30/hour	\$40	\$50
Library	\$10/hour	\$30/hour	\$40	\$50
Kitchen (requires food service employee, additional)	\$25/hour	\$50/hour	\$75	\$100
Fields (football/soccer/softball)	No Charge	No Charge	\$50	\$50
High School	Group II		Group III	
	School Day: Min two-hour charge	Non School Day: Min two-hour charge	Fee + Monitor, School Day	Fee + Custodial, Non-School Day
Gymnasium	\$10/hour	\$30/hour	\$50	\$75
Multi-Purpose/Cafeteria/Commons	\$10/hour	\$30/hour	\$50	\$75
Classroom	\$10/hour	\$30/hour	\$25	\$35
Band/Choir	\$10/hour	\$30/hour	\$40	\$50
Library	\$10/hour	\$30/hour	\$40	\$50
Kitchen (requires food service employee, additional)	\$25/hour	\$50/hour	\$100	\$150
Fields-North & Illinois Valley HS (Football, soccer, baseball, soccer)	No Charge	No Charge	\$1	\$1
Hidden Valley HS Turf Fields (Football, Soccer, Baseball, Softball)	\$10/hour 7am-3:30pm \$40/hour 3:30-10pm	\$50/hour Open all day	\$40/hour 7am-3:30pm \$50/hour 3:30-10pm	\$75/hour Open all day

Additional Fee for Lights on Football, Soccer, Track		\$100		\$125
District Office Grass Fields (Soccer)	\$10/hour	\$20/hour	\$30/hour	\$40/hour

1. Additional charge if lights are needed
2. Additional charge for site supervision or custodial services when applicable.
3. Keys need to be returned after site supervisor has locked up.

Additional:

\$100 refundable deposit if facility is clean and no damage has occurred. Check will be returned when keys are returned and facility has been checked by school personnel.

(Separate check is required)

Notes:

- (1) Custodial payroll rates are billed at the District's actual cost (per employee), fully burdened with taxes and benefits; if overtime is involved (as it would be for a head custodian, the billing rate will be increased accordingly.
- (2) Food Service payroll rates are billed at the District's actual cost (per employee), fully burdened with taxes and benefits; if overtime is involved (as it might be for a kitchen manager, the billing rate will be increased accordingly.
- (3) In addition to the fees/charges shown above, "long-term" users may be billed for incremental increases in utility bills experienced by the District. The charges for utilities will be discussed with using organizations prior to the signing of the *Facility Use Agreement*.

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: **KG**
Adopted: 6/19/06

COMMUNITY USE OF BUILDINGS

It is the District's policy that school facilities shall be made available, under capable and responsible adult supervision, for community activities of an educational, recreational or civic nature.

The district reserves the right to grant permission for building use and to deny any and all building use permits at its sole discretion. The use of school facilities for partisan, political or sectarian purposes may be granted with specific approval by the Superintendent or the Superintendent's designee. However, it should be understood that approval of building use for partisan, political or sectarian purposes does not imply the endorsement or sponsorship by the District. The administration is authorized to cancel building use permits when it is apparent that such action is necessary for the best interest of the District.

The administrative regulations of the district will include a detailed fee schedule, and procedures and rules pertaining to public use of school facilities. Groups and organizations will be allowed free usage, reduced rate usage, or full rate usage, depending upon the membership of the organization, and the kind of function for which the facility will be used.

Copies of the administrative regulations, fee schedules, and application forms are available at all schools and at the District Office.

Payments will be made to the Three Rivers School District and paid through the Office of the Principal.

END OF POLICY

Legal Reference(s):

ORS 330.430
ORS 332.107
ORS 332.172

Cross Reference(s):

KGf - Use of District Property
KMF - Use of School During Disasters