

**Jefferson County  
School District 509J**

Code: **EDC/KGF**  
Adopted: 3/25/02; 3/26/07  
Orig. Code(s): 454.5, 454.7

**Authorized Use of District Equipment and Materials**

**Free Community Use**

The Board authorizes reduced or waived fee rates for public use of district furniture and equipment by service organizations, community-sponsored youth organizations, non-profit and service clubs, and other tax supported governmental agencies when all the following criteria are met:

1. The purpose is consistent and compatible with district educational goals and activities.
2. The purpose is non-commercial and not intend to earn profit or have personal pecuniary benefit. Raising funds for youth or community projects which will benefit the public at large is excluded from this criteria.
3. The purpose avoids conflict or competition with local or private commercial businesses.
4. The user agrees to abide by all district policies, rules and procedures.
5. The purpose is not for the sole benefit of one private citizen for exclusive use.
6. The purpose does not assist, promote, or support any particular religion, faith, or church. Churches using district equipment will normally be assessed regular rental fees per the district schedule.

**Rental Community Use**

The Board recognizes that circumstances may exist that generate appropriate requests for use of district furniture and equipment when all the above stated criteria cannot be fully met. Therefore, the Board authorizes limited rental of district furniture and equipment according to a fee schedule when the following criteria are met:

1. The purpose is consistent and compatible with district educational goals and activities.
2. The purpose is not in conflict or competition with any local, private or commercial business.
3. The user agrees to abide by all rules and procedures of this policy.
4. The user agrees to pay rental fees immediately prior to use.
5. The user verifies that use of district furniture and equipment is necessary to avoid undue hardship and extraordinary expense.

6. The user verifies that the purpose or use has no foreseeable repetition or regular occurrence.

### **Staff Use**

The Board declares that district furniture and equipment shall not be used by staff for personal reasons at any time unless the use is allowed by district rules and procedures written for this policy. Unauthorized use of district furniture and equipment for personal reasons or pecuniary gain may be grounds for disciplinary action.

Use by school related unions shall be governed by terms of the written agreements in force at the time of need.

### **Rules and Procedures**

The Board authorizes the district administration to generate appropriate rules and procedures to assure fair and consistent application of this policy.

The safe operation of tractors owned or leased by the district requires that all persons driving the tractors be checked out by either the maintenance supervisor or the FFA teacher before they use the equipment. No one is to drive district tractors unless they have been approved for proper safety skills.

END OF POLICY

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### **Legal Reference(s):**

ORS Chapter 244

ORS 332.107

OAR 584-020-0040

OR. GOV'T STANDARDS AND PRACTICES COMM'N, OR. GOV'T STANDARDS AND PRACTICES LAWS, A GUIDE FOR PUBLIC OFFICIALS (2003).