

OUTDOOR EDUCATION CENTER

The School District of West Salem's outdoor education center in Monroe County is provided for educational use by teachers and students of the district. Other individuals/groups may also use the facility in accordance with Board policy.

All Board policies apply to the outdoor education center. All individuals/groups using the facility must follow established rules and regulations.

CROSS REF.: 443, Student Conduct and Discipline
830, Public Use of School Facilities
832, Weapons on School Premises

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GUIDELINES FOR PUBLIC USE OF SCHOOL FACILITIES

A. General

1. A school group shall schedule the use of a building other than its own through the principal of the building it would like to use. That principal shall be responsible for scheduling the use of the building.
2. Each building principal shall 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.
3. The building principal shall arrange for custodial/and or food service personnel during the time the facilities are to be used by the public.
4. The application for public use of facilities form shall be made out in duplicate. One copy shall be given to the person making the request and one copy shall be retained by the building principal or district office.
5. A "local organization" is defined as a group in which the majority of those present at the gathering are residents of the School District of West Salem.

B. Procedure for Requesting the Use of School Facilities

1. An application for use of facilities form shall be completed by the person in charge. Forms are available in each building principal's office.
2. Requests to use the swimming pool or the outdoor education center shall be submitted to the district office. All other requests shall be submitted to the principal of the building to be used.
3. All applications submitted by organization must be referred to the Board for final approval.

C. Rules of Use

1. The organization shall agree to pay for any damage resulting from the use of the facility.
2. The organization must identify the person(s) in charge of and responsible for the event.

3. Adequate means of crowd control must be provided by the organization using the facility. These means must be discussed with the building principal prior to the event.
4. The organization shall provide protection and supervision for the entire building, pool or area used. Special attention shall be paid to lockerrooms, restrooms, hallways, kitchen areas, the library media center, trails, the lodge and the bunk house.
5. Motorized vehicles which may endanger the safety of others shall not be allowed on undesignated areas. This shall include cars, trucks, vans, model airplanes, go carts, snowmobiles, dirt bikes, all-terrain vehicles and mo-peds.
6. The use of tobacco products on school premises is prohibited.
7. The use of alcohol and other drugs on school premises is prohibited.
8. The organization shall be responsible for leaving the facility in the condition it was found. Facilities should be monitored by the organization and garbage shall be disposed of, tables and chairs shall be put back in place and tables shall be cleaned.
9. Outdoor Education Center
 - a. Marked trails should be followed at all times.
 - b. No fires shall be permitted without written permission from the district administrator.
 - c. Hunting shall be allowed only during deer gun season and only with written permission from the district administrator.
 - d. Wildflowers, plants, trees or specimens of any type shall not be picked without written permission from the district administrator.
 - e. Users shall take all garbage with them.
 - f. Motorized vehicles are not allowed.
 - g. No tree stands allowed overnight.
 - h. Marking of trees and shrubs is not permitted.