



**Community Use of School Buildings
and Facilities: Shared Cost Agreements**

I. Use of District Facilities

- a. This administrative directive shall be followed when the District enters into a contract, joint use agreement or cost sharing agreement.
- b. District facilities are available for a cost sharing agreement when such use does not conflict with District programs, operations or activities, is in accordance with the priority use list, and optimizes the use of District facilities for student success.
- c. The Senior Director of Facilities and Asset Management 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.
- b. “Cost sharing agreement” is defined as a contractual relationship that the District enters into with a public or private entity in which the District applies a cost sharing rate.
- c. “Cost sharing rate” is a rate that represents an approximation of the average cost of the operation, maintenance and overhead costs of District facilities. The District may allow a waiver of the cost sharing rate to be offset with service or supplies when those services or supplies substantially benefit the District, students or teachers and directly support the District’s goals in student achievement.

III. Priority of Use List

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



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- f. Other users.

IV. Cost Sharing Application Process

- a. Public or private entities wanting to enter into a contract, joint use agreement or cost sharing agreement with the District shall apply by completing the appropriate process through the District's Partnership Office. The Senior Director of Facilities and Asset Management or their designee shall be included in all processes to assess impacts and costs associated with the use of District facilities.
- b. All contracts must be executed at least 120 days prior to the proposed date of occupancy.

V. Cost Sharing Review Process

- a. The Superintendent shall task the Senior Director of Facilities and Asset Management with creating a committee process to consider applications using cost sharing rates and to assure they comply with the CUB policy and this administrative directive. The committee shall include one member each from Education Operations, the Partnership Office, Facilities and Asset Management, the Finance Office, and one CUB staff member appointed by the Senior Director of Facilities and Asset Management.
- b. The committee shall meet when necessary to consider applications using cost sharing rates and to comply with the CUB policy and this administrative directive.
- c. The Partnership Office shall:
 - i. Provide the applicant with the status of the application within 30 days of the receipt of the application.
 - ii. Notify the applicant if the committee requests additional documentation or attendance of the applicant at a committee meeting.
 - iii. Provide an opportunity for the site administrator of the impacted site or department to review the application and provide input prior to the committee's decision.

VI. Cost Sharing Approval Process



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- a. The Superintendent or their designee shall have the authority to approve or deny all applications using the cost sharing rate schedule except as provided below.
- b. The board shall approve all cost sharing applications whereby the District subsidizes an offset of \$50,000 or more annually.
- c. Prior to contract approval by the Superintendent or Board, a funding plan to cover any subsidized cost of the agreement shall be identified.

VII. 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 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.

VIII. Invoicing

- a. Upon approval and final determination of terms and rates, cost share users will be invoiced in accordance with the terms of the contract, joint use agreement, or cost sharing agreement.
- b. Use of the District facilities utilizing the cost sharing rate schedule shall not begin until the contract or agreement has been signed by all parties. If use of a facility begins prior to signing, the user shall pay according to the CUB non-profit and other fee schedules.

IX. Minimal Contract Terms

- a. Approved cost sharing contracts and agreements shall include at minimum the following terms:
 - i. A description of any and all fees and costs that will be paid or waived and details of the benefit gained by the District, students or teachers by offsetting fee.
 - ii. All terms and conditions included in administrative directive 3.30.011-AD.