



Administrative Directive 3.30.013-AD

Limitations and Prohibitions on Use of Buildings and Facilities

Portland Public Schools believes that the primary use of its buildings and facilities should be for the support of the District's mission and its commitment to academic excellence and personal success for all its students. The District welcomes the public use of the District's buildings and facilities in many circumstances for short-term use or rental through the Civic Use of Buildings (CUB) process if such use does not conflict with District use.

The special requirements of the District's educational settings, school programs, and the welfare and safety of students and staff limit the types and times of use of school buildings and grounds. Accordingly, when (1) school is not in session and, (2) after hours when school is in session, from 6pm to 9pm Monday through Friday, the following rules apply to using District property, in addition to any other policies or school-specific rules. All school grounds are closed to the public after 9pm.

I) Limitations on Use

The following uses are permitted with limitations:

(1) Political Activities: Invitations to Address Students Extended to Public Officials, All Candidates for a Public Office, and to Both Sides of Ballot Measures.

(a) If students or staff extend an invitation to a public official, candidate for public office, or proponent or opponent of a ballot measure to appear before a class, the school shall offer reasonably equivalent opportunities to opposing candidates and sides of a ballot measure. School administrators must approve invitations before they are made. Meetings with candidates may not interfere with school programming, and attendance is voluntary.

(2) Distribution of Materials in Schools. Persons and organizations are prohibited from distributing materials in schools except as allowed under PPS policy [3.30.035-P](#), Distribution of Materials and Information to Students in Schools by Non-School Groups and Recruitment of Students During School Hours.

(3) The Use of School Equipment. School equipment shall not be loaned or rented for use outside the school building or off the grounds to non-District organizations.

II) Prohibitions on Use



Administrative Directive 3.30.013-AD

Limitations and Prohibitions on Use of Buildings and Facilities

The following uses are strictly prohibited in PPS buildings and on PPS grounds:

(1) Solicitation for Funds.

(a) The use of District buildings or grounds shall not be used for soliciting PPS students by organizations or individuals unless approved by the District.

(b) District employees may not solicit of funds, distribute literature or conduct other activities for political purposes while on duty.

(2) Illegal and Unlawful Activities.

(3) Alcohol, Tobacco, or Illegal Drugs.

(4) Gambling. Gambling of any sort, including bingo, games of chance, and raffles shall be prohibited in school buildings.

(5) Motorized Equipment and Horses. The operation of drones, helicopters, mini-bikes, motorized airplanes and similar motorized recreational equipment; horseback/pony riding.

(6) Rocket Propulsion Devices/Fireworks. The use of rockets and similar jet propulsion devices, unless the use of such devices is for instructional projects and under staff supervision; all fireworks are prohibited.

(7) Advertising or Sale of Merchandise. The advertising or sale of merchandise in the building or on the school grounds by non-students shall not be permitted except with the consent of the administrator; provided that this shall not apply to merchandise which is the product of the student of any school and where such product is advertised and sold by students with the approval of the school administrator. The Office of the Superintendent may authorize the sale in school of certain articles if determined to be essential to the successful operation of the educational program.

(a) Recycling projects are permitted on school grounds on designated days under supervision of school-sponsored groups (PTAs/PTOs, Parent's Club, etc.) or community schools. Dump boxes may not be placed on school grounds. Collected material cannot remain on school grounds unless secured. Sales of used clothing are not permitted.



Administrative Directive 3.30.013-AD

Limitations and Prohibitions on Use of Buildings and Facilities

(8) Discriminating Admissions. Any activities to which admission is prohibited on the basis of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation.

(9) Unauthorized Parking. Unlawfully parked motor vehicles on parking lots of the District may be towed to storage by various towing companies pursuant to provisions of ORS 98.805 - 98.992.

(10) Religious Activities.

(a) A group may use a school building and facilities for a religious service (which includes a baccalaureate service) on the same basis school facilities and grounds are made available to other non-school groups and individuals if:

(A) The service is held after regular school hours;

(B) Attendance is voluntary; and

(C) The rental and other charges paid are in accordance with the schedule of charges established by the Civic Use of Buildings Office.

(11) Gang Activity. Individuals in school buildings or on school grounds shall not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items which are evidence of membership or affiliation in any gang; or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

(12) Weapons. Possession of a loaded or unloaded firearm or any other instrument which is designed to be or is readily capable of causing death or serious physical injury.

(13) Uses that Disrupt or Interfere with District Programs or other Authorized Activities.

(14) Attendance Limits. The maximum number of people permitted in spaces in the various buildings shall be restricted to their seating capacity as specified by the Portland Fire Bureau.



Administrative Directive 3.30.013-AD

Limitations and Prohibitions on Use of Buildings and Facilities

(15) Dogs. For reasons of health, safety and appropriate use of District buildings and grounds, as well as in compliance with Multnomah County ordinances, dogs must be on leash at all times when on District property and shall be prohibited during all school hours unless allowed as defined in Administrative Directive 3.80.011-AD or by law.

(16) Skateboards and Bicycles. Skateboards and bicycles are not allowed on District property with the exception of use as a mode of transportation to and from school.

(17) Open Flames, Grills and other Incendiary Devices.

(18) Unauthorized Organized Events. Regularly scheduled events must be permitted through the Civic Use of Building office.

(19) Miscellaneous Prohibited Activities. For reasons of health, safety and appropriate use of school buildings, the following activities are prohibited: funerals or memorials; weddings or wedding receptions; games of chance; dances by non-school groups; public dances; animal shows or obedience classes; rummage, clothing and mattress sales; barbecue classes; except that PTA/PTO and other school-related groups may sponsor barbecues and dances as approved by the District.

Legal References: ORS 260.432; ORS 260.605; ORS 294.100; ORS 329.125; ORS 332.107; ORS 332.172, ORS 332.172 ORS 161.015; ORS 166.155 -166.165; ORS 164.245; ORS 166.210 -166.370; ORS 164.255; ORS 332.107; ORS 166.025; ORS 339.880

Multnomah County Ordinances: 13.305 and 13.303

History: Approved 7/2023