

# LOSD INDOOR AND OUTDOOR FACILITIES RENTAL CATEGORY PRIORITIES

Revised: 6/10/2022

The Lake Oswego School Board encourages the use of school district facilities by district staff and community members for recreation, education, and service activities. The following categories have been determined in order of priority for district facility use.

**Note:**

- As of October 1, 2022, all rental users who rented through LO Parks and Recreation for LOSD gyms/indoor spaces will go through LOSD
- As of January 1, 2023, all rental users who rented through LO Parks and Recreation for LOSD outside facilities will go through LOSD

Category	Description	Required Fees	Additional Fees	Additional Guidelines
<b>Category 1</b>	<ul style="list-style-type: none"> <li>● All LOSD School and Community School Sponsored In-season Athletics, Activities &amp; Programs</li> </ul>	\$0	Assessed After Hour Custodial Fees May Apply	Reserved in Advance No Insurance Required (Provided That District Self-Insurance Covers)
<b>Category 2</b>	<ul style="list-style-type: none"> <li>● All LOSD School and District Sponsored Events and For Profit or Nonprofit Fundraising Activities</li> <li>● All LOSD Out of Season Athletics and Activities</li> <li>● Community School Vendors and In-season Youth Clinics and Camps</li> </ul>	\$0	Assessed After Hour Custodial Fees May Apply	Reserved in Advance No Insurance Required (Provided That District Self-Insurance Covers)
<b>Category 3</b>	<ul style="list-style-type: none"> <li>● Youth Sports In-season</li> <li>● Non Community School and High School Coaches for Profit or Nonprofit Groups with &gt;80% of Eligible LOSD Students</li> <li>● District approved local service clubs</li> <li>● City Recreation Youth Sports</li> </ul>	See Fee Schedule	Assessed After Hour Custodial Fees May Apply	Reserved in Advance Greater Than 80% of Participants are LOSD Students Insurance Required
<b>Category 4</b>	<ul style="list-style-type: none"> <li>● Youth Sports Out of Season</li> <li>● For Profit and Non-profit Organizations with &lt; 80% of Eligible LOSD Students</li> <li>● Adult City Park and Recreation Sports</li> </ul>	See Fee Schedule	Fees may be charged for extra personnel such as custodial staff, security, kitchen use, technology, and/or equipment usage	Reserved in Advance Insurance Required
<b>Category 5</b>	<ul style="list-style-type: none"> <li>● District Special use agreements and/or related Educational Purposes</li> </ul>	Fees TBD Based on Special Use Agreement (SUA)	Fees will be charged for extra personnel such as custodial staff, security, kitchen use, technology, and/or equipment usage	Reserved in Advance Insurance Required

