

Community Use of School Facilities

Responsibility

The superintendent or designee shall be responsible for the administration of the accompanying policy on community use of school facilities.

The role of the superintendent or designee shall be that of assisting potential users in finding suitable space and providing technical assistance to appropriate building staff upon request.

Scheduling

After district activities have been scheduled, space will be available with attention to broad and equitable use of facilities. Alternate locations will be offered whenever possible if a particular building cannot accommodate all requests. All use is subject to the general guidelines and availability of district staff.

The superintendent or designee shall be responsible for notification of each principal and head custodian of the date and time of all building activities and the rooms reserved and for keeping a calendar of all rental commitments and reservations for regular school activities during the year.

Permission for use during the hours of the regular school day or during the period immediately after the closing of school, which in the judgment of the principal may be necessary for school purposes, may be refused.

Field use

Fields will be available for approved community use. This use is subject to cancellation or adjustment due to weather or field conditions. Groups requesting reserved and exclusive use shall be charged a fee based on the number of teams and fields used.

Special purpose facilities use

Use of special purpose facilities and equipment, such as wood shop, auto shop and commercial room shall require special permission from the instructor and appropriate administrator. Such facilities shall not be used for private gain.

Application for use

Written approval **may be** required for use of a school building or grounds by any group that is not a part of the regular public school program. Such approvals that are considered to be a part of these regulations may be granted for a single use or a limited, continuing use.

The requestor **may be required to** submit a **detailed written request** for use of school facilities to the superintendent or designee for approval, denial, or modification.

Approval will depend upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who in the judgment of the superintendent or designee is responsible and competent to supervise the proposed program or activity. The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility. If required by school officials, guards or uniformed police also must be provided at the expense of the user.

If approved, the activity will be added to the building master calendar and copies of the **request** will be completed and distributed to the head custodian, principal, and other school personnel as deemed necessary.

Cancellation and revocation

The user must notify the superintendent or designee if the event is canceled or times are adjusted. Repeated and/or short notification of cancellations may result in denial of further requests for building use.

The district reserves the right to cancel building use **approvals** should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances. Attempts will be made to offer alternative space. The district may revoke building use at any time. When this occurs, appropriate financial adjustments **for agreed upon fees** will be made.

General regulations

1. As deemed necessary, a regularly employed member of the custodial staff must be on duty during the use of any school building by groups to which permission has been granted.
2. No **approval** will be transferred to any person or group other than the one to whom issued.
3. All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times.

4. Prohibited activities on district property

- a. Use or possession of alcohol or controlled substances. For purpose of this regulation, “controlled substances” means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine(PCP) and amphetamines (including methamphetamine). Failure to comply will be dealt with by local law enforcement agencies.
- b. Smoking, chewing or any other use of tobacco products within the building or on school grounds in accordance with state law and Board policy on tobacco-free schools. If an individual group does not comply with this policy or these regulations, the group will be denied use of district facilities.
- c. All disruptive or illegal activity, including obscene language, quarreling or fighting.
- d. Unlicensed gambling.

5. Damage

- a. The approved party will be responsible for all damages and losses to the school facility and/or the contents and must indemnify and hold harmless the Board and its employees from any claim resulting from or arising out of the use of the school facilities named in the application or any part of the facilities covered in the application.
- b. The Board will not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property must be removed from the facility immediately after the use or before such time that the materials will interfere with school activities.

6. Insurance

- a. School district property insurance and comprehensive general liability insurance may not extend to community or other groups using school facilities.
- b. The district may require non-school groups to provide certificates of insurance.

7. Locations

All applications will be approved for specific rooms or fields. It will be the responsibility of the approved party to restrict the activities of the group to that specific area except for necessary hallways and restrooms. The approved party is responsible for not allowing unauthorized individuals into the approved area or activity. The presence of unauthorized individuals must be reported to the school staff.

8. Clean up

General clean up will be the responsibility of the approved party. Rubbish must be removed from the facility immediately after use or before such time as it will interfere with school activities. Additional fees will be charged for clean up when deemed necessary.

Nondiscrimination

All users are subject to laws and regulations applicable to school districts which prohibit unlawful discrimination based upon age, sex, sexual orientation, national origin, race, color, ancestry, creed, religion, marital status, disability or need for special education services.

Rental fees

The superintendent shall determine rental fees at his or her discretion.

Other fees

1. Custodial

Custodial time shall be charged per hour at the current rate of pay for the individual assigned to the duty (in addition to facility fee).

2. Cafeteria

Use of cafeteria facilities may include a lunch room helper to be paid per hour at the current rate of pay for the individual assigned to the duty (in addition to facility fee).

Rental fees are subject to review and revision and may be adjusted annually by the Board.

Approved: May 17, 1972

Revised: May 19, 1982

Revised: June 15, 2005

Revised and recoded: May 18, 2011

Revised: March 2013
First Reading: October 2, 2013
Adopted: October 16, 2013
Revised: March 30, 2016

LEGAL REFS.: C.R.S. 18-18-407(2) (*crime to sell, distribute or possess any controlled substance on or near school grounds or school vehicles*)
C.R.S. 22-32-109 (1)(bb) (*board duty to prohibit use of tobacco products on school property and at school-sponsored activities*)
C.R.S. 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)
C.R.S. 24-34-601 (*discrimination in places of public accommodation*)
C.R.S. 24-34-602 (*penalty and civil liability for unlawful discrimination*)
C.R.S. 25-1.5-106(12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
C.R.S. 25-14-103.5 (*use of tobacco products on school property is prohibited*)

CROSS REF.: ADC, Tobacco-Free Schools