

Regulations for Use of Facilities

Use of Facilities Rules

We appreciate the opportunity to serve you by providing a facility for your activity. Please help us by observing the following rules:

1. Our heaters are set for maximum efficiency. Do not adjust thermostats
2. Stay in designated areas for your activity. You are responsible for all others in the building, so proper supervision must be provided. This includes keeping children in designated areas
3. Use only the necessary lights. Our breaker boxes are marked for easy reference
4. Absolutely no pop or other liquid inside gymnasium area
5. Use and/or possession of alcohol and/or illicit drugs by any person is prohibited on school property
6. The use of **ALL** Tobacco products is strictly prohibited on all school property
7. **PLEASE WEAR CLEAN GYM SHOES. NO CLEAT TYPE SHOES ARE ALLOWED!** Preferably, carry your gym shoes into the gymnasium and change into them
8. As you leave, check all doors to secure the building. Turn out all lights
9. Return key promptly per arrangement with central office. Anyone having a key duplicated will lose the privilege of using school district facilities

Community Use of School Facilities

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the following provisions:

Eligible Organizations

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations, including the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of U.S. Code may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent and approved by the Board of Education. Rental or fees may be waived for charitable or other nonprofit organizations or groups by the Board.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent of Schools it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the district for the salary of the employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

Rental Charges and Approval of Use

Specific regulations for scheduling outside uses of school facilities shall be drawn up by the superintendent and approved by the Board. Fees for the use of school facilities shall be determined by the superintendent or designee based upon the rental charges and personnel fees approved by the Board.

All rentals of school facilities shall be approved by the superintendent or designee on the basis of this policy and its accompanying regulations. Any special requests or exception to policy and/or regulations must be approved by the Board.

Any individual, group or organization using school property as provided under this policy shall hold the Board of Education, individual Board members and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be in any way caused by such use or occupancy. When using school facilities, organizations may be required to furnish satisfactory liability insurance protection.

Adopted May 19, 1992

Revised November 18, 2003

LEGAL REFS.: C.R.S. [22-32-110](#) (1)(f)

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

CROSS REFS.: [EDC](#), Authorized Use of School-Owned Materials or Equipment

[JJA-2](#), Student Organizations — Open Forum

Community Use of School Facilities

Responsibility

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

The role of the Superintendent 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 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.

Permission will not be granted for use Monday through Thursday evenings for any high school facility in which an adult school program is being conducted if in the judgment of the principal such use would interfere with or impede the conduct of the school program.

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.

Application for use

Written approval is 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 which are considered to be a part of these regulations may be granted for a single use or a limited, continuing use.

The requestor must submit a completed application form for "Use of School Facilities" to the Superintendent 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 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 application will be completed and distributed to the head custodian, principal, applicant and other school personnel as deemed necessary.

Cancellation and revocation

The user must notify the Superintendent 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 permits 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 will be made.

General regulations

1. 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 permit will be transferred to any person or group other than the one to whom issued.
3. **Safety**

All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:

- a) Auditorium exit lights must be used.
- b) Open flame (including candles) is prohibited.
- c) Room capacity is not exceeded.
- d) Temporary electrical or mechanical modifications are prohibited.
- e) Flammable holiday or other decorations are prohibited.

- f) Stairways, corridors and entrances/exits must be kept free from obstruction at all times.
 - g) No equipment, scenery or decorations of any type may be used within the building or on the premises except as specifically authorized in the permit. Such authorized equipment, scenery or decorations, must conform to all local and state regulations and must not be attached to the walls, floors or ceilings (except to anchors presently provided).
4. **Prohibited activities**
- a. Use or possession of alcoholic beverages or controlled substances. 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 for a period of no less than 18 months.
 - 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 do not extend to community or other groups using school facilities.
 - b. The district may require non-school groups to provide certificates of insurance in the following amounts:
 - 1) Entities which can establish coverage under the Colorado Governmental Immunity Act must provide certification of proof of insurance at least to the limitations provided in the act.
 - 2) All other entities not protected by the limitations of the Governmental Immunity Act must provide a certificate of insurance in the amount of \$500,000.
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 staff manager on duty.

8. Times

Facility use times will be specified in the application. All groups are expected to vacate the premises by the hour specified. An additional hour rental may be charged for early arrival or late exit. All use permits will terminate by 10 p.m. Exceptions to this may be approved by the Superintendent. No non-school groups will be permitted use of facilities on regularly scheduled school days prior to 4:30 p.m.

9. Days

Facilities may be rented Monday through Friday as space is available and as such rental does not interrupt or disturb regular school activities. Use of school facilities on Saturday or Sunday may be permitted and will be subject to staff availability where applicable. Summer use may be limited due to custodial work schedules.

10. 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.

Guidelines for religious use

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

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 categories

Category 1

No rental fee shall be charged to the following:

1. School-affiliated groups such as parent-teacher organizations, school-related parent and community groups, or employee groups of an educational, recreational, social or professional nature as approved by the *Superintendent*.
2. Governmental entities using facilities as a polling place.
3. Precinct caucuses.

Category 2

A nominal non-refundable fee shall be charged to the following groups for each application. No additional rental charges shall be made if their activities take place when normal supervisory or custodial personnel are present or use is restricted to fields.

1. Community-sponsored groups that do not charge a fee and whose main purpose is to hold an informative meeting that is open to the public (such as League of Women Voters, political parties, local neighborhood organizations and recognized community service groups).
2. Community-sponsored youth and senior citizen activities when:
 - a. a. Instructors or supervisors receive no payment for their involvement in that activity.
 - b. Fees for the activity, if any, provide only for direct non-personnel costs.

Category 3

Commercial, private, church and other non-profit groups that do not meet the criteria in Category 2 and for-profit groups and individuals may rent school facilities when their use is not incompatible with Board policy.

Fees

1. Custodial

Any organization or individual, regardless of classification, shall be required to pay the cost of custodial services if use of the facility will result in direct costs to the school district. For those facilities where a custodian is regularly on duty during the rental, the user may be charged up to two hours per use at the current custodial

salary rate to compensate for additional work required in opening, securing, cleaning, etc., related to the rental.

2. Cafeteria

A school cafeteria manager or other designated cafeteria employee(s) must be present for general supervision of the cafeteria/kitchen. All persons working in the kitchen (preparing food and/or handling kitchen equipment) must meet state and county requirements for school food handlers. The user shall pay the district in accordance with the fee schedule for all cafeteria personnel. The user shall be given and must abide by a set of guidelines for kitchen use.

3. Payment

All users are expected to pay rental fees in advance. Organizations that have made prior arrangements with the Superintendent may pay on a monthly basis. Organizations wishing to pay on a monthly basis should submit a request in writing. Failure to pay as per agreement may result in denial of access to the facility and denial of future requests. Checks should be made out to the school district and forwarded to the district business office.

4. Financial accountability

It will be the responsibility of the Superintendent to ensure that revenue received is forwarded to the business office for deposit to the appropriate accounts. Fees collected for salaries will be used to reimburse those accounts. Fees collected for facility rental/use will be deposited in the district facility maintenance account.

5. Fee revision

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

Guidelines for denial of use

The district reserves the right to deny building use for any reason. Approval will be denied if in the judgment of the Superintendent the proposed activities would:

1. Jeopardize the equipment and/or facilities of the building.
2. Conflict with school activities.
3. Be incompatible with the school neighborhood.
4. Violate any Board policy or local, state or federal law.

Guidelines for appeal

Applicant(s) may file a written appeal to the superintendent if an application for use of school facilities is denied. Further appeal, if necessary, may be made to the Board of Education.

Revised October 18, 1994

Revised December 2, 2008

LEGAL REFS.: C.R.S. [22-32-109](#) (1)(bb)

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. [25-14-103.5](#)

CROSS REFS.: [ADC](#), Tobacco-Free Schools

Community Use of School Facilities

Priorities

It is the intent of these regulations to provide for use of school facilities for as many community uses as are consistent with the primary function of the public school the education of children and youth within the district. Priorities for use are:

1. School and school-sponsored activities
2. School-affiliated organizations and recognized educational groups
3. Nonprofit community groups
4. Other non-commercial groups which charge admission, collect contributions or charge other fees
5. Commercial or profit-making enterprises

Classifications

Group 1: School clubs, school programs, graduation and continuation programs, athletic events, school in-service activities, staff meetings or other similar groups scheduled by the building principal for activities related to the operation of the building or of the school district

Group 2: Regularly-scheduled meetings of parent/teacher/student groups, regularly-scheduled meetings of youth groups, meetings of district or building advisory committees, educational fraternities or sororities, Arkansas Valley Board of Cooperative Educational Services meetings, Colorado Association of School Boards meetings, Regularly-scheduled meetings of employee associations, Regularly-scheduled meetings of parent groups related to the school program or other similar groups which may apply and qualify

Group 3: Parent-teacher fund-raising activities, Public interest meetings, Political party meetings, special meetings of community youth groups, special meetings of adult groups, community-sponsored recreational groups, church-sponsored activities or other similar groups which may apply and qualify

Group 4:

Group 5: Any commercial program or group

Fee Schedule

Group 1: No charge

Group 2: No charge for regularly-scheduled meetings

Group 3: Minimum charge of \$7.50 to help defray cost of utilities. Additional charges will be made for employee time in excess of the regular work day or work week according to the adopted salary schedule and for any special services or equipment provided.

Group 4: The following hourly charges will apply:

School lunchroom	\$5.00
Senior high school auditorium	7.50
Football stadium	20.00
Kitchen	
Use of stove, serving line, services of one food service employee	8.00
Use of stove, serving line, dishes, dishwasher, services of two food services employees serving up to 200 people	16.00
Use of stove, serving line, dishes, dishwasher, services of three food services employees serving 200 people or more	24.00
Preparation of less than a full meal, use of kitchen equipment. Charges according to use.	
	4.00 per plate
Banquets including kitchen, lunchroom and custodial time	
Elementary and junior high school playing fields	No charge
Gymnasiums	See KF-R-2
Wrestling room	7.50 per event,per day
Sugar City Track	15.00 per day

Unless otherwise noted, these charges will be in addition to the current rate for custodial services which will be charged according to the adopted salary schedule.

Group 5: Charges will be double the rate for Group 4 plus charges for custodial time according to the adopted salary schedule.

Bus use fees: use of any school district owned bus or other vehicle shall be at the rate of \$1.00 per mile plus the salary of the driver, if district employed, and charged for the fuel used at district cost. All drivers of school owned buses must have proper license including the CDL license.

Scheduling Use of Facilities

The building principal will schedule facility use for those activities specifically related to the educational program of the building. All other use of facilities will be scheduled

through the superintendent who will make certain the requested use of the facility will not conflict with the program of the building.

Conditions of Use

1. Use of school facilities must be sponsored by a local group or organization.
2. All groups and organizations other than those directly connected with the school district must submit a request form for use of the facility.
3. The signer of the application will be considered the legal agent of the group or organization and, as such, will be responsible for compliance with all conditions for use of facilities.
4. The applicant agrees to indemnify Crowley County School District Re-1-J for any damages occurring to the building or adjacent grounds during the period such property is rented to the applicant.
5. The applicant will indemnify the district for failure of operation of facilities and equipment.
6. The applicant agrees to hold the district harmless from liability for any injury or accident arising out of and in the course of rental. The applicant also will hold the district harmless for any damage or loss of the property of any person attending the sponsored rental activity.
7. An applicant will be provided with a copy of the accompanying policy and these regulations.
8. Application for use of facilities must be made not less than four days prior to the requested use. Cancellation must be made by the applicant not less than two days prior to the requested use.
9. Payment for damages occurring to facilities during the rental use will be the responsibility of the applicant.
10. Rental fees will be payable in advance for dates specified on the application.
11. The approved application will serve as the applicant's identification to the district personnel in charge of the facility being used. Without the approved application, district personnel will deny use of the facility.

General Regulations

1. School facilities may be used by school and/or community groups except:
 - a. The week before Christmas vacation (except by student groups)
 - b. Vacation periods during the school year
 - c. When schools have been closed due to an emergency
 - d. When facilities are undergoing decoration, remodeling, major maintenance or repair
2. Persons using the building must confine themselves to the areas and corridors assigned for their use and approved time.

3. Facilities will not be scheduled for community groups after 10 p.m. or when designated as unavailable by school officials for reasons not stated above. Areas must be completely vacated by the approved time.
4. When a school is being used, a district employee must be present at all times.
5. Keys to district facilities will not be issued or loaned to any person other than authorized district personnel. The weight room will be the exception to this regulation. There will be a \$5 per key per year charge for all keys issued to the weight room. A waiver must be signed before a key will be issued.
6. Use or possession of alcohol and/or illicit drugs by any person or group is prohibited. The user will be required to enforce this regulation at his own expense.
7. Gambling in any form is prohibited.
8. Payment for damages to facilities occurring during the rental use will be the responsibility of the applicant.
9. Facility use will not be approved if energy use adversely affects the availability of energy for normal school use.
10. Failure to comply with the accompanying policy and/or these regulations may result in cancellation of the use permit and any further use of any district facility.
11. In the event of a cancellation of scheduled use of a facility by the district, other facilities or dates may be suggested. If another facility or date cannot be agreed upon, the event or performance will be cancelled without further recourse.
12. Use of sound, projection or mechanical equipment must be under the supervision of staff members or individuals having prior approval of school officials.
13. All properties including artificial plants, decorations and furnishings must be of flame resistant or fireproof material.
14. Permission to use a school facility will not be transferrable.

Approved prior to 1991

Revised June 18, 1991

Revised to conform with practice: date of manual adoption, January 14, 1992

Revised May 19, 1992

LEGAL REFS.: C.R.S. [24-10-101](#) et seq., Colorado Governmental Immunity Act

**Community Use of School Facilities
(Gymnasiums)**

Only the Sugar City gym will be rented for community functions. It will be rented for athletic events only and it will not be rented for personal use such as family reunions or weddings.

If an athletic event cannot be housed in the Sugar City gym, the Ordway gym may be used with the approval of the Board of Education or the administration. Only athletic events will be scheduled at the Ordway gym.

Priorities

1. School Activities
2. Community Organizations
3. League Games (basketball or volleyball)
4. Sports groups' practices including church school groups (must be scheduled three days in advance)

Fee Schedule

Sugar City gym –

- \$15.00 rental fee per event per day
- \$100.00 damage deposit which will be refunded if the gym is left in the same condition as it was rented. The superintendent's office will make the determination as to the refund of the deposit
- \$100.00 deposit for any equipment used which will be refunded if the equipment is returned. Clean-up fee will be assessed if the gym or any area used is not cleaned.

Middle School/High School Gyms –

- \$25.00 rental fee per event per day \$7.50 fee for opening, inspecting and locking up the gym.
- \$12.50 fee if a janitor is used for clean up.
- \$200.00 damage deposit which will be refunded if the gym is left in the same condition as it was rented.
- The superintendent's office will make the determination as to the refund of the deposit.

General Regulations

1. Any physical damage to a gym will be repaired by the district and billed to the organization causing the damage.
2. No alcoholic beverages may be used on school property. The user must enforce this regulation at his own expense.
3. Gyms will not be rented to out-of-county organizations.
4. The Sugar City gym may be scheduled until 1:00 am. The Ordway gym must be vacated by 10:00 pm.
5. A district employee need not be present when the Sugar City gym is rented.
6. Rental of the Sugar City gym is restricted to athletic events only; no other activity will be allowed.

Approved September 6, 1983

Revised January 10, 1984

Revised January 20, 1987

Revised May 19, 1992

Revised December 1, 2009