

USE OF SCHOOL BUILDINGS AND PROPERTIES

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COMMUNITY USE OF SCHOOL FACILITIES:

The Board of Education of the School District recognizes the need for community use of school buildings and other school facilities, and encourages the use of school facilities and playgrounds as community centers. It further recognizes that any facility use shall not conflict with the requirements of the educational program, nor shall its use cause additional expense to the School District.

The Board of Education also realizes that school buildings and facilities represent a major investment of tax money and that it is their responsibility to maintain, care for, protect, and extend this investment for the people.

School facilities may be available for rental by responsible groups of the community when such use does not interfere with regular school activities.

PROCEDURE AND GUIDELINES FOR RENTAL OF BUILDINGS AND FACILITIES:

1. A request for building/grounds use needs to be completed by the entity. The application, current fees and process can be found by linking on the facilities use and scheduling tab on the district website under the maintenance department.
2. Payment of fees shall be collected prior to facility rental.

The following guidelines shall apply regarding the use of all facilities:

- A. A supervisor designated by the district may be required to be present at opening, closing, in part, or at all times when a building is rented. In such cases additional fees may be charged for such services.
- B. A school food service employee shall be present when school kitchen facilities are part of the rental agreement. In such cases additional fees will be charged for this service.
- C. Any organization or group using the facility shall designate one member of its group as contact person for the group. Such person will originate the building rental agreement and sign on behalf of the group as part of the rental agreement. Such person shall assume responsibility for all activities of the group while renting the facility.
- D. The use of facilities shall be for the time requested on the application and shall not be extended except upon prior arrangements with the district. Groups using district facilities shall confine themselves to those areas assigned to them on the application and furnish adequate supervision to enforce this requirement.

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- E. The person and/or organization making application for the use of facilities shall agree to indemnify the School District for any damage to school property by any person or persons attending the activities, and also to relieve the School District of all responsibility for any damage, injury or loss to the property of persons attending the activities. All groups renting District facilities shall provide proof of liability insurance according to a schedule provided at the time of rental.
- F. No more people shall be allowed in a given area than the rated capacity as established by local or state fire codes. All laws, ordinances, and fire codes established by school boards, city or county or state governing bodies will be observed at all times. Violations will be considered grounds for loss of facility use privileges.
- G. All rental of school buildings or facilities shall be done in accordance with existing Colorado School laws. Any specific requests not clearly covered by policy shall be brought before the Board of Education for a final decision.
- H. Groups renting district facilities shall be charged rental for such facilities according to a rate schedule approved by the Board of Education and shall be defined as either a community or a commercial rate.

A community rate shall be described as a rate charged to those groups that are community based, non-profit, and service oriented.

A commercial rate shall be described as a rate charged to those groups that are commercial in nature, host activities that are commercial in nature or could be described as for-profit in nature.

Such schedule is subject to review and change by the Board of Education as may be required. Additional fees may be charged for such services including, but not limited to, opening and closing of the building, hourly rates for supervisory, custodial, or kitchen staff, sound or light technicians, and those fees associated with setup or cleanup of activities. Such fees shall be established at the time of rental and included with the application except in such cases that could not be foreseen at the time of rental. Such fees shall be established by the administration in accordance with district wage scales and other reasonable considerations.

- I. The District reserves the right to deny rental of school facilities for commercial or community purposes when it is in the best interests of the District. A minimum of two hours fee shall be required for all commercial purposes.

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- J. The board authorizes the administration to waive fees for those community groups that are deemed to be non-profit, service oriented and which may involve student recreational activities as may be appropriate. The Board also authorizes the administration to waive fees for governmental groups using facilities for election services such as a polling place.
- K. The District reserves the right to cancel the rental of any facility in the best interests of the District or in emergency situations. When this occurs, charges shall be refunded to the renter. Such action shall be taken only when necessary. The District reserves the right to offer alternative space to the renter in this event.
- L. In the event that the District closes school for weather-related or other emergencies, all District facilities shall be closed to renters on that day. The District also reserves the right to cancel rentals on weekends or other non school days due to weather conditions or to remove snow or deal with other weather related problems. Refunds shall be made to the renter in this event.
- M. The District reserves the right to determine that certain days shall be “hard to staff” days due to holidays, weekends immediately following holidays, or other days when there are likely to be no District personnel available for open and close or monitoring of the facility. Such “hard to staff” days shall be identified on an annual basis. Notwithstanding any other sections of this policy or rate structures identified, these days shall require the payment of an open/close fee as set forth on the attached fee schedule.

SPECIAL PROVISIONS ON USE OF SCHOOL FACILITIES

Applications which are exceptions to or not covered by the above polices shall be brought to the attention of the Board of Education for action. School district programs will receive priority.

Buildings:

- A. Any use of school facilities which may require an increase in usual and customary utility fees may be charged accordingly to those renting district facilities.

Grounds:

The use of athletic fields, ball fields, playgrounds, tennis courts and tracks is restricted to the purpose for which they are designed.

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- A. Secondary athletic fields shall require a rental agreement for their use.
- B. Playgrounds are available to the community when not in use by the School District.
- C. Vehicles shall be restricted to established roadways and parking lots.

LIMITATIONS ON SCHOOL FACILITIES

Buildings or other facilities shall not be used to hold meetings for the following purposes:

- A. To advocate social or political change by violence;
- B. To advocate or advance any doctrine or theory subversive to the Constitution of the United States or State of Colorado;
- C. To organize or convene a secret organization for subversive purposes or to assist in raising funds for any of the above purposes;
- D. No religious group shall use the school facilities for regularly scheduled meetings except in cases of emergency or when building or acquiring new facilities. Where a meeting place would be needed for a period of more than three months for an emergency or while building or acquiring new facilities, this use will require direct approval of the Board.
- E. The Board reserves the right to request that renters who use a District facility for more than three months report to the Board at the Board's discretion on their plans for continued use of a District facility.

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CROSS REFS:, KFA Public Conduct on District Property