

SECTION 100 – DISTRICT ORGANIZATION AND ADMINISTRATION

COMMUNITY USE OF FACILITIES AND PROPERTY

POLICY 151

ARTICLE 1 INTENT

- A. Facilities and fields may be made available or leased to agencies, groups or organizations when they are not needed for school or District purposes. All users are subject to laws and District Policies 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. Use of school facilities or fields shall only be permitted upon completion of the required application process and, when applicable, payment of required fees. Application forms shall be available at each school and at the District office.
- B. Vacant School District property may be leased to a private or public entity. Uses may include, but are not limited to, practice and play areas for sports teams, recreational activities, livestock grazing, and grass-hay harvesting. Any use of District property by a private or public entity shall be without liability or cost to the District. Use shall be arranged through the completion of a formal agreement between the Board of Education and the private or public entity. This agreement shall contain all terms, conditions and requirements for lease of the property including required liability insurance. Attorney's fees required for preparing or reviewing the lease agreement shall be paid by the private or public entity.

ARTICLE 2 REQUIREMENTS AND LIMITATIONS

- A. Use of school property must not interfere with the operations of the school system including curricular and extra-curricular programs, activities and events.
 1. Any use is subject to all statutory requirements, governmental codes and regulations, and District policies. Possession or consumption of alcoholic beverages or illicit drugs, use of tobacco products, possession or use of weapons (except as permitted by law) is prohibited on school property.
 2. A custodian or school administrator or designee must be on duty throughout the activity to unlock the facility; adjust lighting, heating and ventilation; identify furniture and equipment that may be used; monitor facility use; and lock the facility. The custodian, administrator or designee shall check the facility to see that it has been returned to its original condition. If not, the user is to be provided the opportunity to clean/fix the problem prior to additional hours being charged for this service. A District Food Services employee must oversee any use of a kitchen. A certified lifeguard must be on duty during any use of the swimming pool.
 3. No part of the facility will be entered or used that is not specifically listed on the approved application, excepting necessary corridor and lavatory facilities.
 4. The user shall agree to assume complete responsibility for control and supervision of the activity and to make full restitution to the District for damage or destruction to school property. It is expected that the facility will be returned to its original condition and arrangement following use. A fee shall be assessed if District staff must clean the facility following use.
 5. The use of special equipment and special arrangements shall be only as specified in the application.

References:

C.R.S. 22-32-110 (1) (f) Rent or Lease District Property

Adopted: June 13, 2001; Revised 4/2/03, 12/08/08

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6. Permission for use of District facilities does not constitute the District's endorsement of an organization, its beliefs or viewpoints expressed by its members.

References:

C.R.S. 22-32-110 (1) (f) Rent or Lease District Property

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7. The District reserves the right to refuse approval or to cancel any and all permits issued for the use of school facilities when it is deemed that such action is necessary for the best interests of the District. Use of facilities may be denied if the District is unable to employ staff as required (see paragraph 2 of this article).
8. The District or its schools shall not discriminate on the basis of the viewpoint of the applicant in permitting or denying use of a facility.

ARTICLE 3 USER CATEGORIES

- A. Category 1 School or District sponsored activity - no facility use fee is to be charged for a school or District sponsored activity, service or program. Booster and Parent-Teacher meetings and activities are included in this category.
- B. Category 2 Community groups and non-profit organizations and youth activities- fees are charged for weekend and non-school day use as shown on the fee schedule.
- C. Category 3 Commercial, business or private use -fees are charged as shown on the fee schedule.

ARTICLE 4 FEES

- A. Facility Fees for use of most District facilities, (classrooms, auditorium, gyms, kitchens, Canyon Room), are established by the Board of Education and listed on an approved fee schedule.
- B. Long-term facility use fees (six months or more on a regular use schedule) shall be determined on an individual basis and established in an agreement approved by the Board of Education.
- C. Fees for use of facilities not shown on the schedule may be charged as approved by the Superintendent.
- D. The Superintendent may adjust fees when multiple facilities are used, when use is scheduled for an extended period of time (several days), or for special circumstances that are deemed to be in the best interests of the District and community.
- E. Equipment use is to be arranged and fees determined by mutual agreement of the Principal or designee and user in advance of the scheduled use date.
- F. Swimming Fees including general admission, lesson, membership, and group use of the pool are to be approved by the Board of Education each year, published and posted at the pool. Fees for residents are to be lower than fees for non-residents.
- G. Facility use fees shall be revenue for the General Fund. Each Principal or designee shall assure that required forms for facility use are completed and that collected fees are forwarded to the District Accountant.

References:

C.R.S. 22-32-110 (1) (f) Rent or Lease District Property

Adopted: June 13, 2001; Revised 4/2/03, 12/08/08