

## SVVSD USE RULES FOR ADULT GROUPS

The St. Vrain Valley School District supports the use of its facilities by members of the various communities which it serves, and considers all users as partners in the care and upkeep of these facilities. The following rules have been established to protect school property and ensure that facilities will be used in the appropriate manner.

1. Park in designated areas only. Users and spectators must not park in the fire lanes, on adjacent private property, or in posted "no parking" areas.
2. Use the exterior door number indicated on the contract to access the building. If no door number is shown, use door #1. **Do not prop doors open!** If late-comers are expected, post an adult at the door to let them in upon arrival.
3. Arrive and leave on time. Additional time beyond what is approved on the contract is not permitted. The custodians are required to clean areas used each evening and secure the building before leaving.
4. Children must remain in the approved area for the group and be supervised by an adult at all times. Children should always be accompanied by an adult to the restroom.
5. Respect school property. Leave school property in the condition that it was found. If tables were rearranged for your use, return the room to its original configuration when done.
6. Smoking, alcohol or substances normally considered to be controlled are not allowed on school district property. This includes the parking lot.
7. Be respectful of custodians. Custodians are not responsible for set up, clean up, or provide assistance to non-district groups.

**Inappropriate behavior or language of participants/spectators will not be tolerated on school grounds.**

### Emergencies

1. In case of fire, tornado, lightning strikes, or a medical emergency, pull the fire alarm. Then call 911 and explain the emergency. Send someone outside to direct emergency personnel to the situation.
2. If a security or fire alarm is activated inadvertently, you must evacuate the building and call Facility Management immediately at (303) 589-2739. **Do not call 911!** You may re-enter the building after an 'ALL CLEAR' is given by District Administration or by First Responders.

### Additional Rules for Use of a Gym

1. No food or drink (other than water) is allowed in gyms.
2. Use of school equipment (balls, ropes, etc.) is strictly prohibited.
3. Only gym shoes are to be worn on hard gym floors.
4. Chairs (folding chairs, lawn chairs) are not permitted on hard floors. Only a custodian is permitted to pull out bleachers.
5. Pets or animals are not permitted on District property.

### Cancellation of Approved Facility Use By A Group

Facility users must notify the Facility Use Department (303-652-6310) or the school by 2 pm on the day of if a cancellation is necessary. A \$20 cancellation fee may be assessed if the cancellation is less than 2 business days prior to the scheduled activity. Building supervisor and/or custodian fees paid in advance may not be refunded or credited to groups who cancel at the last minute.

### Cancellation of Approved Facility Use By The District

Facility use cancelled because of weather or an emergency closing of schools may be rescheduled with no additional cost. **School functions may cause a change or cancellation of a user group.** The Facility Use Office will give as much notice as possible for a change or cancellation. In the event that a school is

closed during the day due to inclement weather or an emergency, all evening activities are automatically cancelled.