

**Community Facility Use Guide**  
April 1, 2016



**Questions?**  
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## COMMUNITY USE OF SCHOOL FACILITIES

### 1. Procedure

#### A. Authority for Approval

As authorized by the Board of Education, the Facility Use Office has the authority for approval of all contracts and special provisions contained therein. Applicants and users shall contact the Facility Use Office to make facility use and equipment requests rather than directly contacting schools.

#### B. Hours of Use

Use of District facilities by community groups is only permitted after regular school hours and when extracurricular activities are not occurring. Community use of indoor facilities will conclude by 9 pm on school days unless prior arrangements have been made through the Facility Use Office. Indoor use during spring break, winter break, summer, or non-student contact days is not permitted. Ongoing year round activities such as Sunday morning church services are exempted. When a school is closed due to weather, emergencies, construction, maintenance, or repairs, community use is not permitted.

#### C. Request Due Date and Lead Time for Requests

All requests for use of District facilities will be made to the Facility Use Office at least 10 calendar days prior to the requested use. Contract requests may not be acted on more than three months in advance of the requested use date except where scheduled publication requires a longer lead time and facility availability can be confirmed.

#### D. Contract Request

By signing the Contract for Community Use of District Facilities and Grounds, the applicant must be a representative who is at least 21 years old and authorized to conduct business on behalf of the sponsoring organization or individual. This representative will be considered the legal agent of the group and as such will be responsible for compliance with all conditions for facility use.

Further, the applicant agrees:

- 1) To indemnify, hold harmless, and release the St. Vrain Valley School District RE-1J and its personnel from any damages, loss of property within the premises, and/or liability for the injury or death of any person arising from the utilization of the premises approved for use in the contract.
- 2) To be legally responsible for the conduct and control of both patrons and participants.
- 3) To use the school facilities according to Board Policy and these administrative procedures.
- 4) To be financially responsible for the repair or replacement, at the discretion of the District, of damaged facilities and/or equipment resulting from approved use.

#### E. Insurance

When applicable, a contract will be approved when the applicant meets the District's insurance requirements in effect at the time of the request. When proof of insurance is required, the applicant shall provide a Certificate of Liability Insurance with a minimum of \$1 million in general liability limits and indicating that the St. Vrain Valley School District is an additional insured.

#### F. Approval

Users must have a Contract for Community Use of District Facilities and Grounds signed and approved by the Facility Use Office prior to using a facility.

#### G. Contract as Identification

A copy of the approved contract will serve as identification at the time of use. The user shall be prepared to present a copy of the contract to the school administrator or designee at each scheduled event. If for any reason a question arises concerning facility use, the school administrator or designee may deny use of the facility unless the approved contract is presented.

#### H. Invoice

When a contract is approved, an invoice for costs associated with the use will be sent to the user. In certain circumstances, the invoice will be generated after the event and sent to the user. Payment in full is due within 30 days of receipt of the invoice. Payments in advance of the use may be required. In certain circumstances when approved by the Facility Use Office, installments may be made. Checks or money orders should be made payable to "SVVSD" and forwarded to the Facility Use Office.

## 2. **Cancellation of Use**

#### A. By the District

The Facility Use Office reserves the right to cancel an approved contract at any time due to weather closures and season considerations, emergency closures, and rescheduled school or District functions. The District shall not be responsible for any losses sustained by the user resulting from such cancellation. Facility use cancelled for any of these reasons may be rescheduled at no additional cost.

Approved contracts may be cancelled and future requests denied for:

- 1) Repeated or material violation of the policy, procedures, rules, or terms and conditions of the contract.
- 2) Repeated short notification of cancellations.
- 3) Failure to pay fees within the current fiscal year.
- 4) Use of inappropriate behavior or language.
- 5) Damage to District property.
- 6) Lack of required insurance coverage.

#### B. By the User

Facility users must notify the Facility Use Office in the event a cancellation is necessary. If a user gives less than two working days' notice of a cancellation, direct costs may be charged. If the cancellation occurs on the day of the scheduled use, user is to inform the school's office before 2 pm.

### 3. Rules

#### A. Authorized District Employee

If an indoor District facility is to be used on weekends, the Facility Use Office will hire an authorized District employee who is not affiliated with the group to be present before, during, and after (for cleaning purposes and security check) the approved times specified on the contract. If a District employee is not available to work, the use will be cancelled. Additional labor costs when incurred will be billed to the contracted party.

#### B. Removal of Furniture or Equipment

Furniture and other equipment may not be removed from a school or transferred to other locations within the school unless approved by the Facility Use Office.

#### C. Third-Party Transfers

Persons or groups indicated on the approved contract will be permitted to use the specific facilities during the times indicated on the contract. Third party transfers of any approved contract are not permitted.

#### D. Prohibited Uses

The following uses are prohibited on school district property:

- 1) The use, possession, distribution, or sale of alcohol, marijuana, or other illegal contraband, as defined by Policy JICH.
- 2) The unlawful possession of a dangerous or deadly weapon, as defined by Policy JICI.
- 3) The use of tobacco products as defined by Policy JICG.
- 4) The use of open flame (including candles) or fireworks.
- 5) The presence of animals or pets except assistive animals for those with disabilities.
- 6) Private social gatherings such as birthday parties, weddings, receptions, funerals, and memorials.
- 7) Activities which would be in competition with a District program.
- 8) Activities which would be incompatible with the school neighborhood.
- 9) Corporate or private profit making activities.
- 10) Craft fairs and bazaars unless sponsored by a school and all merchandise to be sold is donated to the school program.
- 11) Commercial filming.

#### E. Kitchen Facilities

The use of kitchen facilities requires that a District Nutrition Services employee be present during use. The user will be billed separately for labor costs the by Nutrition Services Department.

#### F. Stage Equipment

Stage lights, sound, and stage production equipment will be operated and supervised by District personnel. Additional fees will apply.

#### G. Specialized Classrooms

Community use of computer labs, weight rooms, and specialized rooms, classrooms or buildings is not permitted.

#### H. Outdoor High School Use

Rental or use of outdoor high school fields and restroom facilities is not permitted. Running tracks and tennis courts may be used without a contract by individuals in the neighborhood before or after the regular school day and extra-curricular school activities including school athletic or marching band practices, and when the facilities are not locked. Use of tracks and tennis courts by organized leagues or organizations requires contract approval and payment of fees. Use for private lessons or training requires contract approval and payment of fees.

#### I. Use of Everly Montgomery Field

Use of Everly Montgomery Field is restricted to youth sports championship games. All participants must reside within the SVVSD boundaries. If sound system and scoreboard use is requested, a District employee will be hired to work the event. Use and labor costs will be billed to user. Additional fees may apply for field and restroom cleaning after event.

#### J. Use of School and PE Equipment

All schools reserve the right to restrict or prohibit use of any school equipment. Use of PE equipment except for volleyball nets and standards is not permitted.

#### K. Internet Access

Community users may access the Internet via a wireless connection without expectation of availability. Users must follow Federal and local laws/policies regarding appropriate behaviors and expectations. Directly connecting (i.e., "hard wiring") to the District's network is not permitted.

#### L. Clean Up

All users are responsible for returning the area used to its original configuration or condition when each use concludes. In the case of gym, cafeteria, and field use, this includes the removal of trash generated by the event. School dumpsters may be utilized when accessible. Trash generated by a group and left at a site may result in custodial overtime fees for trash removal.

#### M. Keys

Keys to District facilities will not be issued to individuals other than District employees unless approved by the Facility Use Office.

#### N. Overnight Use

Overnight community use of facilities is not permitted. Exceptions may be made by the Facility Use Office for outdoor community fundraisers such as the Relay for Life event.

#### 4. Priority of Use and Categories of Use

##### A. Priority

Community facility use shall not conflict with the District's educational and extracurricular programs, and shall be scheduled according to the following priorities:

##### Category 1 Activities

Organizations with a Current Joint Use Agreement with the District

##### Category 4 Activities

##### Category 2 Activities

##### Category 3 Activities

##### B. Category 1: District Activities, Elections, Caucuses, Police/Fire Dept. Training

District-sponsored and supported use including Community Schools; District recognized parent organizations engaging in educational (co-curricular) or fundraising activities (Policy KBE); government elections and precinct caucuses; police/fire department training; reunion tours.

##### C. Category 2: Adult Non-Profit Activities

In-district adult recreation groups that practice and play sports games or participate in recreational activities; non-profit adult education programs that charge minimal fees to cover direct costs, but no profit is made.

##### D. Category 3: Certain Commercial, Private, and For-Profit Activities; Adult Use by Non-SVVSD Residents

Commercial use for community education and/or recreational purposes; fundraising by any group; non-profit events when tickets are sold or donations are solicited; religious events or regular weekly services; music and dance recitals and performances; holiday themed programs; graduation ceremonies; sports tournaments, camps, and clinics; partisan political events, candidate forums, debates, assemblies, meetings, and conventions; use by adult groups when the majority are not SVVSD residents.

##### E. Category 4: Youth and Community Activities

Practices, games, and league related meetings for youth sports organizations, leagues, and associations; meetings for youth community clubs and organizations such as Scouts, 4-H, and youth religious groups; meetings for in-district homeowners associations, adult neighborhood and adult community groups when fees are not charged to participants.

#### 5. Fees

##### A. Category 1

Events and activities are not subject to scheduling, rental, and equipment rental fees. Labor costs for techs, building supervisors and/or custodians including cleanup costs will be charged if incurred.

##### B. Category 2 & 3

Events and activities are subject to scheduling, rental, and equipment rental fees. Labor costs for techs, building supervisors and/or custodians including cleanup costs will be charged if incurred. When the District or weather causes a cancellation, rental fees will be credited towards the user's future use.

### C. Category 4

Events and activities are subject to scheduling, rental, and equipment rental fees. Labor costs for techs, building supervisors and/or custodians including cleanup costs will be charged if incurred. When the District or weather causes a cancellation, rental fees will be credited towards the user's future use. Youth groups with more than 15% of their participants not living in the St. Vrain Valley School District boundaries will be charged an additional per-hour or per-participant fee.

## 6. **Vance Brand Civic Auditorium (VBCA)**

VBCA is not subject to this procedure and has its own fee schedule. Contact the Facility Use Office for more information and current rates.

## 7. **Information Table Rental**

Informational tables may be set up and staffed when the school administrator has determined that such a table will not interfere with the planned event. Users must have an approved contract from the Facility Use Office, and the physical area to be used will be assigned by the school administrator or designee. Sponsors of outdoor information tables must provide their own tables.

Distribution of campaign or political materials is not permitted without an approved contract for table rental.

Merchandise and concession sales are not permitted at information tables.

## 8. **Advertisements/Flyer Distribution**

Signs, banner advertising, or promoting of any user group with an approved Contract for Community Use of School Facilities and Grounds is only permitted on District property during the group's contracted event, and must be removed following the conclusion of the event.

If the event is ongoing over more than one day, said signs or banners must be removed daily at the conclusion of the event. This includes signs and banners on fences, buildings, fields, and in parking lots.

Flyer approval and subsequent distribution may be obtained by visiting the District's website at [www.svvsd.org](http://www.svvsd.org). Follow the instructions under the link titled "Community" and "Submit a Promotional Flyer".