

## SVVSD INDOOR FACILITY USE RULES FOR YOUTH 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 room to be used. 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. A group supervisor who is at least 21 years old must be the first to arrive and the last to leave. This person must always carry a copy of the approved contract to each meeting. Children are not to enter the building before the group supervisor. Parents must not to drop off a child without knowing that the group supervisor is already there.
4. Arrive and leave on time. Additional time beyond what is assigned is not permitted unless arranged for in advance through the Facility Use Office (303-652-6310). The custodians are required to secure the building and clean areas after the last assigned practice time each evening.
5. Children and adults must remain in the approved area only. Do not permit children to run in the halls or wander in the school. Use only the restroom facility provided. Children should always be accompanied by an adult to the restroom.
6. Smoking, alcohol or substances considered to be controlled are not allowed on school district property. This includes the parking lot. Pets are not permitted on district property.
7. Upon leaving, check the room for abandoned water bottles, trash, jackets, etc. Do not leave food or pizza boxes in the trash. Respect school property. Leave the area in the same condition that it was found. If tables were rearranged for your use, return the room to its original configuration when done. Turn off the lights when possible.
8. Be respectful of custodians. Custodians are not responsible for set up, clean up, supervision, or assistance to groups.

**Inappropriate behavior or language from parents, children, or participants will not be tolerated on school grounds. A team's use may be cancelled by the Facility Use Office or the school administrator if it is determined that such behavior has occurred.**

### Emergencies

The team supervisor should be familiar with the location of a phone, fire alarms, and fire exits.

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 your group from 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.

### Cancellation of Facility Use By Users

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

### Cancellation of 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.