

## **Community Use Of School Facilities**

It is the Board's policy that community groups may use school facilities for worthwhile purposes when such uses will not interfere with the school program.

Groups wishing to sponsor meetings or activities in school facilities shall make application on forms provided for this purpose. The building principal or central administrator shall have the authority to determine when facilities are available. No use of facilities by outside groups shall in any way conflict with the operation of the educational program of the school.

Board policies and regulations that govern school use of facilities shall, when applicable, also govern community use of school facilities.

### **Eligible Organizations**

Any group serving as a representative or a bargaining agent for the district employees may use district facilities for meetings and other business without cost where no additional cost is incurred by the district. If additional cost is incurred by the district, such cost will be borne by the group. No fees will be charged and no liability insurance required for the bi-annual meeting of the precinct caucus.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent or designee and approved by the Board. Rental or fees may be waived for charitable or other nonprofit organizations or groups by the superintendent or designee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

### **Responsibility**

A designated representative of the eligible organization shall assume the responsibility for seeing that persons attending the meeting or activity at a district facility confine themselves to the rooms and corridors assigned for their use. The organization, through its representative, shall be responsible for all damages and losses and shall indemnify and hold harmless the district, its employees and Board members from any claim resulting from or arising out of the use of district facilities named in the application or any part of the facilities covered in the application. When using school facilities, organizations may be required to furnish satisfactory liability insurance protection.

Fees and Approval of Use

The Board delegates to the superintendent or designee the authority to develop guidelines for regulating the use of school facilities and to set fees for that use and for other related costs.

The district reserves the right to refuse approval or to cancel any and all permits issued for the use of a school building or its facilities when it is deemed that such action is necessary for the best interests of the district.

Permission for use of district facilities does not constitute a district endorsement of any organization, the beliefs of any organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, nor the expression of any opinion as to the passage or defeat of any issue.

Adopted: 1971  
Revised: April 2, 1979  
Revised to conform with practice: Date of manual adoption  
Revised: January 21, 1992  
Revised: August 23, 1994  
Revised: January 2001

LEGAL REFS.: C.R.S. 22-32-110(1)(f)  
C.R.S. 22-32-109(1)(bb)  
C.R.S. 24-10-101 *et seq.*, Colorado Governmental Immunity Act  
C.R.S. 25-14-103.5

CROSS REF.: EEAFB, Use of School Buses by Community Groups

CONTRACT REF.: Negotiated Agreement, Article III, Association Rights, Section 3.4,  
Use of District Facility

## **Community Use Of School Facilities**

### Application Procedures

1. All applications for use of district facilities will be made to the individual building principal on the form provided for this purpose. It must be signed by an officer of the requesting organization. The signator will be considered the legal agent of the group, and as such, will be held responsible for compliance with applicable Board policies and regulations and all conditions set down by the principal or central administration for building use. The signator will also be responsible for producing evidence of a minimum of \$500,000 liability and property damage coverage, naming Mapleton Public Schools as additional insured. School sponsored groups (i.e., Booster Clubs, student or faculty groups approved by the school or district) are exempt from this insurance provision. Any bi-annual meeting of the precinct caucus will be exempt from any fees or any liability insurance requirement.
2. Upon receiving the completed and signed form, the principal will consult the master calendar to determine availability of the facility for use. The principal will approve/disapprove the request.
3. Upon approval or disapproval, the principal will return one copy to the originating group, retain one copy for the files, and forward one copy to the lead custodian. The fourth copy of the application will be forwarded to the superintendent, who will forward the copy to the Chief Financial Officer.
4. The applicant's copy will serve as the group's identification for the head custodian or supervisor and will be surrendered to that person at the time of use. If the approved application is for multiple uses (more than one time), the applicant must present his or her copy to the custodian or supervisor for each use. It will be surrendered on the final building use.
5. Rental charges will be determined by the principal pursuant to the district's fee schedule. Rental fees are due and payable seven days prior to the scheduled use. Checks and money orders should be made out to the "Mapleton Public Schools," and forwarded immediately to the district finance office.

### Use Regulations

1. When any district facility is rented or leased to an outside group, a school custodian or supervisor must be present. Under no circumstances will buildings be leased without the presence of a district employee.

2. No group will negotiate fees directly with, nor pay fees directly to a custodian or supervisor. All fees will be set by the principal pursuant to the district's fee schedule, the funds paid into the district finance office, and then disbursed to the proper supervisors.
3. Persons granted the use of district facilities will confine their activities to the areas of the building assigned for their use. Areas must be vacated completely prior to or at the agreed upon times.
4. Keys to district buildings will not be issued nor loaned to non-district persons.
5. The use of kitchen facilities requires the approval of both the building principal and the Supervisor of Food Services. A district cafeteria employee must be present when kitchen facilities are used. Fees for kitchen staff are found on the fee schedule.
6. Organizations other than district-connected organizations must have the specific approval of the principal to operate any type of food and/or drink concessions.
7. All buildings must be vacated prior to 11:00 P.M. unless prior approval is obtained from the principal and central administration.
8. At least 48 hours notice must be given to the principal by the requesting group for cancellations. Cancellations made after that time will be charged one-half of the agreed upon fee.
9. Use and/or possession of any controlled substance or alcohol by any person while on district grounds is strictly forbidden. Failure to comply will be dealt with by local law enforcement agencies.
10. Smoking, chewing or any other use of tobacco products within the building or on school grounds is prohibited, in accordance with state law and Board policy on tobacco-free schools.
11. The use of tracks, tennis courts, ball fields and playgrounds is restricted to their intended use.
12. Tracks, ball fields and tennis court use requires a facility use permit for group use.
13. Vehicles are restricted to established roadways and parking lots.

14. Playgrounds, community parks on school grounds and tennis courts are available to the community for use when not used for school or Thornton Recreation Department programs.
15. All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:
  - a. Auditorium exit lights must be used.
  - b. Open flame (including candles) is prohibited.
  - c. Room capacity is not to be exceeded.
  - d. Temporary electrical or mechanical modifications are prohibited.
  - e. Flammable holiday or other decorations are prohibited.
  - f. Stairways, corridors, and entrances/exits must be kept free of obstruction at all times.
  - g. No equipment, scenery, or decorations of any type shall be used within the building or on the premises except as specifically provided in the facility use permit. Such equipment, scenery, or decorations shall be of a slow burning nature and shall conform to all local and state regulations governing such equipment and shall not be attached to the walls, floors, or ceilings (except to anchors presently provided).
16. All disruptive or illegal activity in buildings and on grounds, including obscene language, quarreling, fighting, or noncompliance with district regulations is prohibited and may result in revocation of the facility use permit.
17. Gambling is prohibited on any school property.
18. The holder of a permit shall be responsible to the Board for any and all damages and losses whatsoever to the building and/or the contents, and shall indemnify and save harmless the Board and its employees from any claim whatsoever resulting from or arising out of the use of the school facilities named in the permit or any part of the facilities covered in the permit.
19. The Board of Education shall not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property (as well as rubbish) must be removed from the facility immediately after the use or before such time, as the materials will interfere with school activities.

20. District insurance coverage does not extend to the conduct of community or other groups utilizing school facilities. The district may require a certificate of insurance from the user.
21. Facility use times will be specified in the permit. All groups are expected to vacate the premises by the hour specified in the permit. An additional hour rental may be charged for early arrival or late exit.
22. Facilities may be rented Mondays through Fridays as space is available and as such rental does not interrupt or disturb regular school activities. Saturday and Sunday use of school facilities may be permitted and will be subject to staff availability where applicable.
23. Facilities will be rented as normally furnished for school use.
24. Users may make arrangements with the building principal to temporarily store regularly used equipment, if space is available, and may be charged on a monthly basis. The school district assumes no liability for damage or theft of such equipment.
25. Advertising and promotional materials of building users are subject to review by the building principal.

#### Cancellation, Revocation, and Modification

Building use can be denied for: repeated short notification of cancellations, failure to pay rental fees, and inappropriate behavior. If an individual group does not comply with these regulations, the group will be denied use of district facilities for no less than 18 months. The principal will notify all involved parties of the cancellation or change of the permit.

The district reserves the right to cancel building facility use permits should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer alternative space.

The district may revoke a permit at any time.

Authorized Use of School-Owned Equipment

Areas are rented as furnished. School equipment is usually not loaned or leased to community groups. If a request for use of school equipment is approved by the building principal, additional fees will be charged. *Use of school equipment is only authorized within the school building.* Equipment cannot be taken off-site for any reason. Such fees, as established by the principal or central administrator, are to be listed on the facility use permit. Examples of equipment for which extra fees may be charged are:

- Stage scenery and flats
- Projectors and stage lighting equipment, sound systems
- Music stands and pianos
- Electronic equipment: *e.g.*, computers, LCD projectors
- Gym equipment: *e.g.*, volleyball nets, score boards, mats

Stage lighting equipment and projectors must be operated by school (or school-approved) personnel. School operators shall be paid by the district at an established rate or at a flat fee established by the principal or central administrator.

Guidelines for Denial of Use

The district reserves the right to deny a facility use permit if, in the judgment of the building principal or central administrator:

1. No appropriate district employees are available to be on the premises during the intended use.
2. Insufficient time is available between the request and the intended use.
3. The proposed activities would:
  - Jeopardize the equipment and/or facilities of the building.
  - Conflict with school activities.
  - Be incompatible with the school neighborhood.
  - Violate any district policy or local, state, or federal law.
4. The user's past history of rental has been negative.
5. It is in the best interest of the district to deny the use.

Guidelines for Religious Use

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

Nondiscrimination

All users are subject to laws and regulations applicable to school districts which prohibit discrimination based upon age, gender, national origin, sexual orientation, race, color, religion, or disability.

Guidelines for Appeal

The applicant may file a written appeal if a facility use permit has been denied by the building principal. Further appeal, if necessary, may be made to the superintendent and then to the Board.

The superintendent has the authority to waive fees when he or she determines that special circumstances warrant such a waiver.

Fee Revision

Fees are listed in procedure KF-R-2 and are designed to reflect the guidelines of this regulation. These fees are subject to review and revision by the superintendent.

Approved: January 6, 1986

Revised: November 18, 1986

Revised: August 23, 1994

Revised: January 2001

REVISED: May 2004

LEGAL REFS.: C.R.S. 22-32-109(1)(bb)

C.R.S. 24-10-101 *et seq.*, Colorado Governmental Immunity Act

C.R.S. 25-14-103.5

CROSS REF.: ADC, Tobacco-Free Schools

Mapleton Public Schools/Denver, Colorado

**Community Use of School Facilities  
(Charges)**

Classification I - Supervision Charge Only

Charges made to groups wishing to utilize facilities in this category will include only actual supervision charges made by the building principal. If a custodian is present in the desired facility during the time of use and no additional supervision is needed, there will be no charge. If, however, the principal determines that additional supervision is needed to provide for the safety and welfare of the users, or the interests of the school and the district, an additional charge will be assessed according to the building and use fee schedule found below.

Classification IA - Without Cost

Any group serving as a representative or a bargaining agent for district employees, upon request to the building principal, may use district facilities for meetings and other business without cost where no additional cost is incurred by the district. If additional cost is incurred by the district, such cost will be borne by the group.

Classification II - Actual Cost of Operation

Actual costs of operation may include any or all of the following: utility usage, cleanup, supervision charges, equipment usage, overhead and maintenance fees. Fees for actual cost of operation are included in the facility use fee schedule below.

Classification III - Cost, Plus Rental Fee

Charges for this classification will be assessed at Classification II costs, plus a rental fee according to the facility use fee schedule found below.

<b>Area</b>	<b>Group 1 District</b>	<b>Group 2 Youth</b>	<b>Group 3 Adult Non- Profit Weekday</b>	<b>Group 3 Adult Non- Profit Weekend</b>	<b>Group 4 Commercial &amp; Fund Raisers</b>
<b>Gymnasiums, Cafeterias, Commons, Classrooms, LMC</b>					
Elementary	N/C	\$12/hr	\$22/hr	\$45/hr	\$80/hr
Middle	N/C	\$13/hr	\$27/hr	\$50/hr	\$80/hr
High/Ed Center	N/C	\$14/hr	\$32/hr	\$55/hr	\$80/hr
<b>Auditorium and Combination Cafeteria/Auditorium</b>					
Elementary	N/C	\$40/event	\$17/hr	\$50/hr	\$80/hr
Middle	N/C	\$45/event	\$28/hr	\$55/hr	\$80/hr

High/Board Room	N/C	\$50/event	\$38/hr	\$60/hr	\$80/hr
Outside Events					
Athletic/playfields	N/C	\$10/part/season	\$45/event	\$60/event	\$130/event
Tennis Courts	N/C	\$18/hr	\$40/hr	\$50/hr	\$60/hr
Tracks	N/C	\$13/hr	\$40/hr	\$50/hr	\$60/hr
Parking Lots	N/C	\$35/event	\$45/event	\$60/event	\$125/event
Locker Rooms	N/C	\$35/event	\$45/event	\$60/event	\$125/event
Informational Tables	\$25/event	\$25/event	\$25/event	\$25/event	\$25/event
Equipment					
PA/Podiums	N/C	\$25/event	\$25/event	\$25/event	\$35/event
VCR/Monitors	N/C	\$35/event	\$35/event	\$35/event	\$60/event
Stage Lighting	N/C	\$55/event	\$110/event	\$110/event	\$160/event
Computers	N/C	\$160/event	\$160/event	\$160/event	\$160/event
Other AV Equipment	N/C	\$25/event	\$25/event	\$25/event	\$35/event
Volleyball Stands/Nets	N/C	\$25/event	\$25/event	\$25/event	\$35/event
Custodial Overtime	\$30/hr	\$45/hr	\$45/hr	\$45/hr	\$45/hr
Custodial Holiday Overtime	\$55/hr	\$55/hr	\$55/hr	\$55/hr	\$55/hr
Nutrition Services Overtime	\$30/hr	\$45/hr	\$45/hr	\$45/hr	\$45/hr

Revised: January 21, 1992  
 Revised: August 23, 1994  
 Revised: August 2001  
 Revised: May, 2004

## **Community Use Of School Facilities (Classifications)**

### **Classification 1**

- Adult groups such as PTA and booster organizations, organized for the express purpose of supporting authorized district programs, with dues paying members and bylaws, may use school facilities during regularly staffed school days free of charge; with the exception of certain fundraisers and enrichment programs where fees may be assessed.
- District-sponsored activities, such as wellness programs and employee organizations (MEA, CSCEA, etc.) may use facilities free of charge.
- The Adams County Clerk, municipalities and special districts may use school facilities free of charge for any regularly scheduled or special election.
- Precinct caucuses to support activities referenced in state law may use facilities free of charge.
- Any organization wishing to use district buildings or facilities for the purpose of sponsoring a forum for Board of Education candidates at which all candidates are given an equal opportunity to speak or present their views on issues shall be allowed to use district buildings or facilities without charge.
- With the exception of employee organizations, custodial overtime for Classification 1 will be charged according to the current fee schedule for non-staff hours during weekends and holidays in compliance with the current 12-month budget.
- Scouting organizations

### **Classification II**

- Character building, recreational and educational groups of school-age children of Mapleton Public Schools and/or Adams County, such as recreation associations, may use district facilities for a fee according to the current fee schedule.

### **Classification III**

- Nonprofit groups may use district facilities for noncommercial and non-fundraising purposes according to the current fee schedule. Organizations such as homeowners' associations, political parties, service clubs and churches or religious organizations are included in this group.
- Government entities located in Adams County or Thornton City who have entered into joint use agreements as approved by the Board may use facilities in accordance with each agreement.

### **Classification IV**

- Nonprofit organizations using buildings or facilities for fund-raising activities, or when admission to an event is charged, will be charged the commercial fee according to the current fee schedule.

- Profit-making groups which use district facilities for conduct of a commercial enterprise shall pay a fee in accordance with the current fee schedule.

### **Additional Requirements**

- Fund-raising events by users which benefit the school must be approved by the Principal and Superintendent or designee.
- School buildings and facilities may not be used for private family use, i.e. weddings or wedding receptions, parties, funerals, recreation, picnics, cookouts, religious celebrations, such as Bar Mitzvahs/Bat Mitzvahs, family reunions, etc.
- Except for district-sponsored activities, all use of district facilities beyond the regularly staffed work day will require an additional fee according to the current fee schedule. In the event the school closes for any reason, including inclement weather, utility emergencies or construction activities, facilities will not be available.
- Custodial overtime for all groups will be charged according to current fee schedule for non-staff hours during weekends and holidays.
- Any individuals or organized group which otherwise would be allowed to use school facilities pursuant to designated Groups I, II, III, or IV may staff informational tables, to be positioned as determined by the building-level administrator, at school-wide events such as registration and back-to-school nights. The staffing of such informational tables may only occur after school hours and when the building-level administrator has determined that such tables will not interfere with the orderly effectuation of the planned event.

### **Use of Equipment**

Specialized district equipment, i.e. audio visual equipment, public address systems, etc. may be provided based upon availability, for a fee in accordance with the current fee schedule, with principal approval. Additional charges may be assessed on a site-to-site basis.

### **Denial of Requests**

District buildings and facilities will not be available for community use on those days which are designated as official holidays for district employees. In the event of an energy shortage, conservation program, major maintenance/renovation, inclement weather, staff shortages or other events beyond the district's reasonable control, some or all buildings and facilities may not be available; and if previously approved, may be cancelled.

Individuals, groups, or organizations which advance any doctrine or theory which is subversive to the Constitution or laws of the state of Colorado or the United States will be denied the use of district facilities.

Individuals, groups, or organizations which advocate social or political change by use of violence will be denied the use of district facilities.

Misuse or abuse of district facilities as well as nonpayment of previous use, will result in the immediate cancellation and/or denial of the building use form.

Approved: January 6, 1986  
Revised: August 23, 1994  
Revised: January 2001  
REVISED: May 2004



BUILDING USE APPLICATION AND CONTRACT

File: KF-E-1

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Person Making Application \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Purpose for Request \_\_\_\_\_ Number in Attendance: \_\_\_\_\_

Site Location \_\_\_\_\_ Room Requested \_\_\_\_\_

Dates Requested \_\_\_\_\_ Time Requested From: \_\_\_\_\_ to \_\_\_\_\_

Special Equipment Needed \_\_\_\_\_

		(District Use Only)	
Charges:	Group Classification (1,2,3,4)	\$	_____
	Building Use Fee	\$	_____
	Custodial Overtime Fee	\$	_____
	Custodial Holiday Fee	\$	_____
	Equipment Fee	\$	_____
	Nutrition Services	\$	_____
	Miscellaneous Fee	\$	_____
	Total Cost	\$	_____

See Board Regulations KF-R-1 through KF-R-3 for fees and classifications

Building Use Provisions

- Care of buildings and equipment is the responsibility of the contracting agency. Signature of this contract signifies that the agency, through its agent, agrees to reimburse the District for all damages incurred during the rental period, as identified by the District's agents.
- Supervision of activities and special security personnel are the responsibility of the contracting agency.
- Charges are due and payable seven (7) days prior to scheduled use.
- Certification of proof of insurance is also due seven (7) days prior to scheduled use, unless exempted otherwise from this requirement pursuant to Board policy and regulations.

The person or organization making this application agrees to abide by the regulations set forth by the Board of Education in KF-R-1, KF-R-2, and KF-R-3. The applicant shall assume responsibility for all damages and losses, as well as indemnify and hold harmless the School District, its employees and Board members from any claim resulting from or arising out of the use of District facilities named in this application or any part of the facilities covered in this application.

I understand and agree to the provisions of the Board of Education. I also agree to the charges and special provisions outlined above.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Organizational Agent

\_\_\_\_\_ Date

\_\_\_\_\_ District Building Representative