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Title: Community Use of School Facilities

## **Community Use of School Facilities**

### **INTRODUCTION**

It is the policy of the Board of Education to make school facilities available to the community when not in use for school programs or activities. These administrative regulations and procedures for providing community use are intended to promote safe, lawful, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of the facilities and the need to be financially responsible for the expenses associated with such use.

These regulations and procedures shall govern the use of school facilities for purposes not directly related to the School District's implementation of its educational programs and shall apply to all buildings and grounds owned and/or operated by the District.

### **RESPONSIBILITY**

The Facilities Management Department is responsible for the administration of this policy and regulation as it relates to the specific building and for implementation of the Board policy to encourage community use of school facilities.

The Facilities Management Department will facilitate the administration of this policy and regulation in collaboration with building administration, and will provide technical assistance when appropriate, including the responsibility to negotiate facility use permits with community users.

### **SCHEDULING**

All schools are required to maintain a daily current master schedule of activities. After all school activities have been scheduled, space will be available outside the regular school day to the community with attention to broad and equitable use of facilities. The regular school day is generally one-half hour before classes commence in the morning to one hour after all classes have ended in the afternoon. The School Site Administrator will have the responsibility and authority for facility scheduling.

Alternate locations will be offered when feasible if a particular building cannot accommodate all requests. All use is subject to the availability of the Pueblo City Schools custodial and/or building

monitoring staff. The Facilities Management Department will inform each school about all facility use permits issued.

#### FIELD USE

Fields may be made available to rent for limited and approved community use. This use is subject to cancellation or adjustment, due to weather, field conditions, maintenance, or other circumstances deemed necessary and in the best interests of the District.

#### APPLICATION FOR USE

The Facilities Management Department will be responsible for the Facility Use Permit process. A facility use application request form (Exhibit B) must be signed and submitted to the School Site Administrator, along with a certificate of liability insurance to start the permit process. If a request for use is approved by the School Site Administrator, the application and all necessary documentation will be forwarded to the Facilities Management Department for review and final approval of the Facility Use Permit. The approved Facility Use Permit will be distributed as follows: (One copy each)

- School
- Renter
- Facilities Management Department/Facility Use

#### CANCELLATION, REVOCATION, AND MODIFICATION

The Facilities Management Department will notify the appropriate building staff person if the scheduled facility use is canceled or adjusted. Building use can be denied or a Facility Use Permit may be revoked for repeated or material violation of the regulations or permit, repeated short notification of cancellations, failure to pay rental fees, inappropriate behavior, and other good cause as determined by the Facilities Management Department. The Facilities Management Department will notify all involved parties of the cancellation or change of the permit.

The Facilities Management Department reserves the right to cancel building Facility Use Permits should the space be needed for school, or school-related activities, or district activities. This action will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer alternative space.

Notwithstanding the above, the School District may cancel or revoke a permit at any time when, in the judgment of the school site administration or the Facilities Management Department, it is in the best interests of the School District to do so. When this occurs, appropriate financial adjustments will be made.

#### CANCELLATION/CHANGE FEES

When a user requests to cancel or modify a signed permit, the following fees will be assessed:

1. Rental fees of less than \$25.00 - no refund;
2. Rental fees of less than \$100.00 - \$25.00 cancellation/change fee;
3. Rental fees of \$100.00 or more - cancellation/change fee of 25 percent of fee charged.

#### 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 administration, additional fees will be charged. 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
- Gym equipment: e.g., score boards, mats

Stage lighting equipment and projectors must be operated by school (or school approved) personnel. School operators shall be paid by the School District, and reimbursed by the user, at a rate or at a flat fee established by the District.

#### GENERAL REGULATIONS

1. Permit: A written permit shall be required for use of a school building or grounds by any group that is not a part of the District. Such permits may be granted for a single use, or a limited, recurring use, not to exceed one year.

2. Supervision: Permits shall be issued upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who is responsible and competent to supervise the proposed program or activity. The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility. If necessary, in the judgment of the Facilities Management Department, a monitor may be hired to supervise the group with the cost incurred by the user. If required by school officials, guards or uniformed police must also be provided at the expense of the user.

3. Processing: Should it be difficult to define or process a request for the use of school facilities within the scope of this regulation, the Facilities Management Department Director will evaluate the situation and will consult the appropriate central administrator if necessary before issuing or refusing to issue a Facility Use Permit.

4. Interpretations: All permits will be reviewed and signed by the Facilities Management Department Director or designee for the purpose of determining uniformity with interpretation and application of fees and policy.

5. No Assignment: No permit shall be transferred or assigned to any person or group.

6. Safety: All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including without limitation:

- a. Auditorium exit lights must be used.
- b. Open flame (including candles) is prohibited.
- c. Room capacity is not to be exceeded.
- d. Use of tobacco products is prohibited in all areas of the building and grounds.
- e. Temporary electrical or mechanical modifications are prohibited.
- f. Flammable holiday or other decorations are prohibited.

- g. Stairways, corridors, and entrances/exits must be kept free of obstruction at all times.
- h. No equipment, scenery, or decorations of any type shall be used within the building or on the premises except as specifically provided in the 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).
- i. No possession or use of weapons or participation in any other dangerous activities except as specifically provided in the permit, covered by a Certificate of Insurance and with proper waivers approved by the District.

7. Alcohol and Drugs: Use or possession of alcohol and controlled substances is prohibited in buildings and on grounds. Controlled substances are drugs specifically identified and regulated under Federal law and include, but are not limited to, opiates, narcotics, cocaine, amphetamine, and other stimulants, depressants, hallucinogenic substances, and marijuana. Failure to comply will be dealt with by local law enforcement agencies and may result in revocation of the Facility Use Permit.

8. Illegal Activities: All disruptive or illegal activity in buildings and on grounds is prohibited and may result in revocation of the Facility Use Permit.

9. Gambling: Unlicensed gambling is prohibited on any school property.

10. Indemnification: The holder of a permit shall be responsible to the Board of Education of the Pueblo City Schools for any and all damages and losses whatsoever to the building and/or the contents, and shall indemnify and hold harmless the Board and its employees from any claim 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.

11. Personal Property: The Board of Education shall not be held responsible for any damage or loss that 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.

12. Insurance: School District insurance coverage does not extend to community or other groups using school facilities. The District may require a certificate of insurance from the user, naming the District as an additional insured, covering injury to persons or damage to property. Entities which can establish coverage under the Colorado Governmental Immunity Act must provide certification of proof of insurance at least to the limitations provided in the Act. All other entities must provide a certificate of insurance in the amount of at least \$1,000,000 per occurrence/\$2,000,000 aggregate.

13. Locations: All permits will be issued for specific rooms or fields. It shall be the responsibility of the permit holder to restrict the activities of the group to that specific area except for necessary hallways and restrooms. Noncompliance could result in revocation of the permit. The approved party is responsible for not allowing unauthorized individuals into the approved area or activity.

14. Times: Facility use times will be specified in the permit. All groups are expected to vacate the premises by the time specified in the permit. An additional hour rental may be charged for early arrival or late exit. All Facility Use Permits will terminate by 10:00 p.m. Exceptions to this requirement may be approved by the building administration.

15. Days: 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.

16. Equipment Storage: 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. The User shall not apply any locks or locking devices that prevent the District access to the area.

17. Promotional Materials. The posting or distribution of advertising and promotional materials of building users are subject to Board policy.

#### GUIDELINES FOR DENIAL OF USE

The School District reserves the right to deny a permit for any reason. Approval will be denied if, in the judgment of the School Site Administrator and or Facilities Management Department:

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. The program and/or activities are not age appropriate for students who would ordinarily attend that school.
6. It is in the best interest of the School 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 shall comply with federal, state, and local laws and regulations applicable to their activities, including those related to discrimination.

## USE CATEGORIES

### Category 1:

No use fee will be charged at any time to the following:

1. Users who are considered to be a part of the regular school curriculum or curriculum related groups.
2. Users who are participants in school-sponsored student activities, such as athletic and music groups, curriculum-related student clubs, plays, student council activities, or social events.
3. School-affiliated users such as parent-teacher organizations, school-related parent and community groups, or recognized employee associations of the Pueblo City Schools.
4. Organizations with whom the Board of Education has established Community Partnership agreements.
5. Governmental entities using facilities as a polling place.
6. Precinct caucuses.
7. Forums for candidates for the Board of Education, where such forums are open to the public without charge, and all candidates are invited to participate.

Category 1 users may be charged for any personnel overtime when applicable.

Category 1 status shall not be extended to any group other than these stated.

### Category 2:

A nominal hourly fee for facility use during the week will be charged to youth community groups that do not charge a fee, or charge only a nominal fee, for participation. The hourly fee will cover only small meetings in classrooms. Non-classroom use will be charged the Category 3 youth rate fees. For purposes of this regulation, youth are to be defined as students attending grade 12 or below.

### Category 3:

A fee will be charged to youth community groups using facilities not otherwise covered by Categories 1 and 2. When multiple small groups (qualified for the Category 2 status) convene for functions, these will be charged at the Category 3 youth rate fees.

A nonrefundable permit fee will be assessed for each Facility Use Permit. In addition to use fees, fees for custodial, monitor, and cafeteria personnel will apply if such are required.

### Category 4:

A fee will be charged to adult community groups using facilities not otherwise covered by Category 1.

A nonrefundable permit fee will be assessed for each Facility Use Permit. In addition to use fees, fees for custodial, monitor, and cafeteria personnel overtime will apply if such are required.

#### Category 5:

Other for profit users (youth and adult) may fall under commercial rates when applicable as determined by the Facilities Management Department.

A nonrefundable permit fee will be assessed for each Facility Use Permit. In addition to use fees, fees for custodial, monitor, and cafeteria personnel overtime will apply if such are required.

#### FEES

##### 1. Custodial/Monitor

Any organization or individual, regardless of classification, will be required to pay the cost of custodial/monitoring services if its use of the facility would result in direct costs to the School District.

##### 2. Kitchen

A school cafeteria manager or other designated cafeteria employee(s) must be present for general supervision of the kitchen, and all persons working in the kitchen (preparing food and/or handling kitchen equipment) must meet state and county requirements for school food handlers. The user shall pay the District in accordance with the fee schedule for all cafeteria personnel.

##### 3. Grounds and Parking Lots

- a. Any expense incurred by the district for use of facilities in this category will be charged to the user.
- b. No work shall be done by outside groups to any grounds or athletic field without the written consent of the Director of Facilities or designee.

##### 4. District-Owned Equipment for Community Use

- a. Furniture and equipment located in the district schools shall not be loaned or rented to any person or organization for use off school premises.
- b. This equipment may be used in district buildings only, with the permission of the building principal, and only by qualified personnel of the district.
- c. No equipment or furniture shall be altered or moved by users unless approved by the director of facilities in the facility use agreement. Specifically included in this category are basketball backboards, bleachers, and wrestling mats.

##### 5. Payment of Fees

All users will be expected to pay permit fees in advance unless prior arrangements have been made with the Facilities Management Department. Failure to pay as per agreement may result in denial of access to the facility and denial of future requests.

Checks should be made out to Pueblo City Schools and submitted to the Facilities Management Department, located at Maintenance Service Center at 1902 Montezuma Road, Pueblo, Colorado 81003.

##### 6. Fee Revision

Fees are listed in Exhibit A and are designed to reflect the guidelines of this regulation. These fees are subject to review and revision by the Superintendent.

## 7. Fee Regulations

- a. Rental fees and damage deposits are payable two weeks in advance for dates specified on the application. All checks or money orders shall be made payable to Pueblo City Schools. Additional charges accrued by the user are due within five business days after receipt of invoice.
- b. Rental charges, as per rate schedule, will be based on the length of time the facility is used, inclusive of that period preceding the opening or beginning of the activity that is used for rehearsals, decorations, or preparation, as well as that period following the closing of the activity necessary for the removal of property, dismissal or personnel, and return to norm school use.
- c. Use of facilities will fall within normal custodial hours or overtime charges will be assessed.
- d. Charges for use of district equipment may be assessed.
- e. All Category 2, 3, 4 and 5 Users charging admission shall submit 10% of total ticket admission collected to school rental site for student activities enhancement programs.
- f. The district reserves the rights to all concessions unless otherwise approved by the Site Administrator.

## 8. Energy Conservation Measures

Temperatures in Pueblo City Schools' facilities will be set back during time when the building is not occupied.

School buildings are occupied between 7:30 a.m. and 3:30 p.m. Monday through Friday excluding scheduled holidays. All other hours of occupancy shall be scheduled through the Facilities Management Department for district use. Buildings being occupied outside of normal occupancy times must be scheduled through the prescribed process and procedure established by the director of facilities management.

Heating systems will be set to maintain between 68 and 72 degrees in the winter and set back to 55 degrees during unoccupied periods.

Cooling systems will be set to maintain temperatures between 78 and 74 degrees in the summer and will be shut down during unoccupied periods.

Approved March 12, 1985

Revised March 1, 1991

Revised September 22, 1998

Revised May 10, 2005

Revised May 23, 2006

Revised October 23, 2007

Revised September 1, 2009

Revised July, 2014

Revised March 14, 2017



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

Pueblo School District No. 60, Pueblo, Colorado

EXHIBIT A

Fee Schedule  
Community Use  
Of School Facilities



Hourly Rate			
Category 2	Category 3	Category 4	Category 5

Elementary School Fee	Classroom (2 Hr Minimum)	N/A	\$ 5.00	\$ 7.00	\$ 35.00
	Library, Multipurpose, Cafeteria	N/A	\$ 7.00	\$ 10.00	\$ 40.00
	Gymnasium	N/A	\$ 7.00	\$ 10.00	\$ 40.00
	Parking Lot	N/A	\$ 5.00	\$ 5.00	\$ 30.00
	Fields	N/A	\$ 5.00	\$ 10.00	\$ 50.00
Middle / High School Fee	Classroom (2 HR Minimum)	N/A	\$ 7.00	\$ 10.00	\$ 40.00
	Library, Multipurpose, Cafeteria	N/A	\$ 10.00	\$ 15.00	\$ 50.00
	Auditorium (rehearsal only)	N/A	\$ 10.00	\$ 15.00	\$ 50.00
	Auditorium (meeting or performance)	\$5.00	\$ 25.00	\$ 30.00	\$ 75.00
	Gymnasium (Middle School)	\$3.00	\$ 15.00	\$ 20.00	\$ 50.00
	Gymnasium (High School)	\$5.00	\$ 20.00	\$ 25.00	\$ 75.00
	Fields	N/A	\$ 7.00	\$ 10.00	\$ 50.00
	Swimming Pool (2 Hour Minimum)	N/A	\$ 20.00	\$ 20.00	\$ 75.00
	Parking Lot	N/A	\$ 5.00	\$ 5.00	\$ 30.00
	Track or Tennis Courts (per court)	N/A	\$ 10.00	\$ 15.00	\$ 40.00
Special Locations	Dutch Clark Stadium	\$700 per day plus 10% of ticket sales			
	Pueblo City Schools Boardroom	\$ 5.00	\$ 15.00	\$ 15.00	\$ 45.00
	Other Conference Rooms	N/A	\$ 12.00	\$ 12.00	\$ 30.00
Services	Custodial Services - \$27 per Hour Will include minimum of 1/2 hour before and after scheduled event time (4 hour minimum)	TBD	TBD	TBD	\$ 27.00 (4 Hr Minimum)
	Theater Manager / Security	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00

Category 2: Youth non-profit organizations holding legal non profit tax status and that do not charge participation fee.  
 Category 3: Other non-profit youth organizations that do not qualify for Category 2 fee.  
 Category 4: Adult non-profit community groups  
 Category 5: All commercial and for-profit organizations and groups.

All Category 2, 3, 4 Users not charged for hourly custodial costs if custodial staff are present (M-F 6am-10pm). Custodial charges apply for weekends or holidays

\* Category 5 Users must pay hourly custodial costs

\*\* All Category 2, 3, 4 and 5 Users charging admission shall submit 10% of total ticket admission collected to school rental site for student activities enhancement.

Revised: 2/7/2017



## REQUEST FOR COMMUNITY USE OF SCHOOL FACILITIES

EXHIBIT B

Attention applicants for facility use: Please complete the following information. Your request for use of District facilities is subject to approval of the Facilities Management Department. That department will contact you to finalize terms and rates if your request is approved.

<b>Facility Information</b>	Facility Requested: _____ Area(s)/Room(s) Requested: _____
<b>User Organization Information</b>	Organization Requesting Use: _____ Address: _____ Tax Exempt #: _____ Organization Contact: _____ Daytime/Cell Phone: _____ E-Mail Address: _____ On Site Adult Responsible Contact: _____ Daytime/Cell Phone: _____ Insurance Carrier: _____ Policy Number _____ Expiration Date _____
<b>Schedule Information</b>	Date(s) Requested: _____ SU M T W TH F SA Time(s) Requested: _____ Activity Description: _____ Estimated # of Participants: _____ Room Setup: _____

\* The District reserves the rights to all concessions unless otherwise approved.

\*\* All Category 2, 3, 4 and 5 Users charging admission shall submit 10% of total ticket admission collected to school rental site for student activities enhancement programs.

<b>School Authorization</b>	For school use only: Is the school available for this request?    Yes? _____ No? _____ I verify that my school is available upon approval by Facilities Management for the times and dates specified above. _____																								
<b>Fee Information</b>	For Facilities Use only: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;"></th> <th style="width: 20%; text-align: center;">Estimated Fee</th> </tr> </thead> <tbody> <tr> <td>Number of hours of use:</td> <td>_____ hours</td> <td></td> </tr> <tr> <td>Hourly Rate</td> <td>_____ per hour</td> <td>_____</td> </tr> <tr> <td>Custodial Personnel Fee: <b>\$27.00</b></td> <td>_____ hours</td> <td>_____</td> </tr> <tr> <td colspan="3" style="font-size: small;">(minimum of 4 hours)</td> </tr> <tr> <td>Damage Deposit: (if required)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Special Equipment Fee:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><b>Total Payable at Time of Approval</b></td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Estimated Fee	Number of hours of use:	_____ hours		Hourly Rate	_____ per hour	_____	Custodial Personnel Fee: <b>\$27.00</b>	_____ hours	_____	(minimum of 4 hours)			Damage Deposit: (if required)	_____	_____	Special Equipment Fee:	_____	_____	<b>Total Payable at Time of Approval</b>	_____	_____
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Request Approved	Request Denied	_____
		Facility Use Coordinator