



Boulder Valley School District

File: KF-R

Adopted: July 1, 1997

**Revised: June 26, 2001; May 18, 2005, September 28, 2005,
August 14, 2012; January 15, 2014, February 11, 2021**

COMMUNITY USE OF SCHOOL FACILITIES

It is the intent of the Board of Education to make District facilities and property available to the community when doing so will not impede school programs or activities. This regulation promotes safe, lawful, and fair use of District facilities consistent with the need to recognize the educational purpose of the facilities and the financial expenses associated with such use.

This regulation 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.

Community School will facilitate the administration of this policy and regulation in collaboration with building administration, and will provide technical assistance when appropriate.

AVAILABLE FACILITIES

The Superintendent or designee will determine the School District facilities that will be available for community use. All facilities and property may only be made available for community use as space is available and as such rental does not interrupt or disturb regular school activities.

In general, facilities and property may be available Mondays through Fridays outside the regular school day, generally one-half hour before classes commence in the morning to one hour after all classes have ended in the afternoon. Saturday and Sunday use may be permitted, subject to staff availability where applicable. All community use will terminate by 9:00 p.m. unless specified otherwise in a valid intergovernmental agreement and/or approved by Community Schools.

Areas are rented as furnished. School equipment is not loaned or leased as part of community use, unless specifically noted in the written agreement. If certain school equipment is needed to adequately use the rented facility for its intended purpose, this permitted use shall be specifically noted in the written agreement. Community users shall include requests for special use of school equipment as part of their request, and may be charged additional fees for use of the equipment or the school or district personnel needed to operate or supervise use of the equipment.

Permits are valid only for use of the facilities, property, and/or equipment specified and only for the dates and times indicated.

SCHEDULING

Community Schools will have the responsibility and authority for facility scheduling. All schools are required to follow the School District's procedure for maintaining a current master schedule of activities. After all school activities have been scheduled and to the extent consistent with the District's needs, space will be available outside the regular school day to the community with attention to broad and equitable use of facilities.

All use is subject to the availability of Boulder Valley School District custodial and/or building monitoring staff.

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 prohibiting unlawful discrimination based upon age, sex, sexual orientation, national origin, race, color, ancestry, creed, religion, marital status, disability or need for special education services.

APPLICATION PROCESS

A District permit issued through Community Schools is required for the use of all District property and facilities, including the interior and exterior of schools and facilities, grounds, parking lots, athletic complexes, outdoor spaces, and fields during non-school hours, including evenings and weekends. Permits may be granted for a single use, or a limited, recurring use, not to exceed one year. Community Schools will be responsible for the community use permit process. A request must be submitted along with a certificate of liability insurance. Upon approval the School Contact and User will be notified.

REQUIREMENTS FOR USE

Whenever a non-BVSD entity is permitted to use a school or other facility, the user and District shall enter a written agreement. In addition, the following requirements shall apply:

1. At least one District employee must be on hand, paid for by the user, when in the opinion of the Superintendent or designee it is necessary to supervise the individuals and protect school property. The School District, in its sole discretion, shall determine the number of paid employees required based on the type of program or activity, number of participants, and planned staffing. All community users are responsible for assuring adequate supervision for the proposed program or activity, including ensuring the members of the group remain in the assigned portion of the facility.
2. Permits may not be transferred or re-assigned to any individual, organization, or group.
3. Users shall assure compliance with all applicable District, local, state, and federal health, fire, safety, and security laws, policies and regulations governing use of District facilities at all times.
4. Users will not permit use or possession of alcohol, smoking, vaping, and controlled substances as identified and regulated under federal law on any District property or facility.
5. The approved party will assure no disruptive and/or illegal activity occurs on District property during the permitted use.
6. The approved party will be responsible for all damages and losses to the District property or facility and/or the contents and must hold harmless the Board and its employees from any claim resulting from or arising out of the party's use of the District facilities or property. The District may require appropriate proof of adequate insurance.

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 District:

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, and/or community.
 - 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.

Denial of a request may be appealed through the Board's public complaint policy, KE.

CANCELLATION, REVOCATION, AND MODIFICATION

Community Schools will notify the appropriate building staff person if the scheduled facility use is cancelled or adjusted.

A Facility Use Permit may be cancelled, revoked, or modified for: school and district need for the facility, repeated or material violation of the regulations or Permit, repeated short notification of cancellations, failure to pay rental fees, inappropriate behavior, and/or other good cause as determined by the School District. When this occurs, appropriate financial adjustments will be made.

FEES AND USER CATEGORIES

Fees are subject to annual review, revision and approval, and will be published on the District's website. Fees will be charged based on category of user and may include: a facility use fee based on the facilities to be used, a nonrefundable permit fee for processing, and fees for any required personnel.

All users may be charged equipment or personnel fees, including custodial, building monitor, cafeteria or other personnel. All users may be charged for personnel overtime when applicable.

Category 1: School-Affiliated Groups and Public Election Use Category 1 users include:

1. Users who are participating in school-sponsored student activities, such as athletic and music groups, curriculum-related student clubs, plays, student council activities, or social events.
2. School-affiliated adult users such as parent-teacher organizations, school accountability committees, booster clubs, and/or recognized employee associations of the Boulder Valley School District.
3. Governmental entities using facilities as a polling place.
4. Precinct caucuses.
5. 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 will not be charged a facility use fee. However, there may be equipment or personnel fees, including custodial, building monitor, cafeteria personnel, or other personnel charges depending on the event.

Regardless of whether a fee is required, all Category 1 activities must still be authorized and documented through the community use application process.

Category 2: Volunteer-Led Community Youth Group

Category 2 users are volunteer-led groups that serve school-age students in grades PK-12. These community groups serve District students and do not charge a fee, or charge only a **small** fee, for students to participate.

Category 2 users will be charged a reduced facility use fee for small meetings in classrooms. Larger occupancy and non-classroom facility use such as gymnasiums, auditoriums, cafeterias, libraries, multipurpose spaces, fields, and parking lots will be charged the Category 3 rate fees. When multiple small Category 2 groups convene for functions, larger occupancy spaces will be needed and the group will be charged at the Category 3 rate fees.

Category 3: Non-profit Youth and Senior Groups and Organizations

Category 3 users are nonprofit youth and senior groups and organizations not otherwise covered by Categories 1 and 2.

Category 3 users will be charged a facility use fee. Large groups may be subject to a surcharge Fee due to additional associated cleaning, space, and supervision costs. Large group surcharge fees begin when a group exceeds 50 participants. Surcharge fees are listed on the Community Use Rate Schedule, which is publicly available on the Community Schools website.

Category 4: Non-profit Adult Groups and Organizations

Category 4 users include adult groups and organizations not otherwise covered by Categories 1, 2, and 3.

Category 4 users will be charged a facility use fee. Large groups may be subject to a surcharge fee due to additional associated cleaning, space, and supervision costs. Large group surcharge fees begin when a group exceeds 50 participants. Surcharge fees are listed on the Community Use Rate Schedule, which is publicly available on the Community Schools website

Category 5: For Profit Commercial Youth and Adult Groups and Organizations

Category 5 users are for profit commercial youth and adult groups and organizations that charge a substantial fee to participate in the program or event held on District property. A fee will be charged for users that are for profit commercial youth and adult groups and organizations that are not otherwise covered by Categories 1, 2, 3, and 4.

Category 5 users will be charged a facility use fee. Large groups may be subject to a surcharge fee due to additional associated cleaning, space, and supervision costs. Large group surcharge fees begin when a group exceeds 50 participants. Surcharge fees are listed on the Community Use Rate Schedule, which is publicly available on the Community Schools website.