

Community Use of School Facilities

Responsibility

The district coordinator will be responsible for the administration of the accompanying policy on community use of school facilities.

Scheduling

After the district/school activities have been scheduled, space will be available, up to 120 days in advance, with attention to broad and equitable use of facilities, when such use does not conflict with the requirements of the educational program or with the support services required to ensure the proper function of the educational program. Alternate locations will be offered whenever possible if a particular building cannot accommodate all requests. All use is subject to the general guidelines and availability of district staff.

The district coordinator will be responsible for notifying the attendant of the date and time of all building activities and the rooms reserved. The district coordinator will be responsible for keeping a calendar of all rental commitments and reservations for regular school activities during the year.

Field use

Fields will be available for approved community use. This use is subject to cancellation or adjustment due to weather or field conditions.

Application for use

Written approval will be required from the district coordinator for use of a school building or grounds by any group, which is not a part of the regular public school program. Such approvals that are considered a part of these regulations may be granted for a single use or a limited, continuing use.

The requestor must submit a completed application form (School Facilities Contract/Request) to the district coordinator for approval, denial or modification.

Approval will depend upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who, in the judgment of the district coordinator, 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.

The district/schools will not be held responsible for any damage or loss that may occur to non-school property brought on school premises. Such property must be removed from the facility and site immediately after the use or before such time that the materials will interfere with school activities.

Insurance

School district property insurance and comprehensive general liability insurance does not extend to community or other organizations/individuals using school facilities. The district requires non-school organizations/individuals to provide certificates of insurance that name the Garfield School District Re-2 as an added insured. Organizations/individuals may meet these criteria by either of the following:

- a. Entities that 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.
- b. All other entities not protected by the limitations of the Governmental Immunity Act must provide a certificate of insurance in the amount of \$1,000,000 and name the district as an added insured.

Cancellation and revocation

The user must notify the district coordinator if the intended use is canceled or adjusted. Repeated, short notification of cancellations may result in further building use being denied.

The district and each school reserve the right to cancel building use permits should the space be needed for school or school-related activities or for maintenance and energy consumption concerns. This privilege will be used only when necessary due to unavoidable circumstances and attempts will be made to offer alternative space. The district coordinator may revoke building use at any time. When this occurs, appropriate financial adjustments will be made.

General regulations

1. A regularly employed member of the district staff must physically check the organizations/individuals using the facility, check in and out, to ensure adherence to the policy. During large and/or certain types of events, a regularly employed member of the district staff will be required to be on duty during the use of any school building by organizations/individuals to which permission has been granted. The district coordinator can waive this for a district employee but such waivers must be in writing.
2. No permit will be transferred to any person or group other than the one to whom it is issued.
3. Safety

All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:

- a. All exit and emergency lights must be left on and exposed at all times.
 - b. Open flames (including candles) are prohibited.
 - c. Room capacity must not 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 may be used within the building or on the premises except as specifically provided in the application. Such equipment, scenery or decorations must conform to all local and state regulations and must not be attached to the walls, floors or ceilings (except to anchors presently provided).
4. Prohibited activities:
 - a. Use or possession of alcoholic beverages and controlled substances is prohibited. Failure to comply will be dealt with by local law enforcement agencies.
 - b. Smoking, chewing or any other use of tobacco products is prohibited within the building or on school grounds in accordance with state law and Board policy on tobacco-free schools.
 - c. All disruptive or illegal activity is prohibited, including obscene language, quarreling or fighting.
 - d. Licensed/unlicensed gambling is prohibited.

If an organization/individual does not comply with the policy or these regulations, the group will be denied use of district facilities/sites for a period of no less than 18 months.

5. Damage

The approved party will be responsible for all damages and losses to the building and/or the contents of the building and must indemnify and hold harmless the district and its employees from any claim resulting from or arising out of the use of the school facilities/sites named in the application or any part of the facilities/sites covered in the application.

6. Locations

All applications will be approved for specific rooms or fields. It will be the responsibility of the approved party to restrict the activities of the group to that specific area except for necessary hallways and restrooms. The approved organizations/individual is responsible for not allowing unauthorized individuals into the approved area or activity. The presence of unauthorized individuals must be reported to the staff person on duty and/or the district coordinator.

7. Times

Facility use times will be specified in the application. All organizations/individuals are expected to vacate the premises by the hour specified. Additional hourly rental rates will be charged for 15 minutes past the contracted time. All use permits will terminate by 10 p.m. Abuse of the specified time limits can result in revocation of facilities use.

8. Days

Facilities/sites may be rented Monday through Friday as space is available and as such rental does not interrupt or disturb regular school activities. Saturday and Sunday use of school facilities/sites may be permitted and will be subject to staff availability where applicable. Summer use may be limited due to custodial and maintenance work schedules.

Approved: September 13, 1982

Revised: August 1994

Revised: June 26, 2001
Revised: September 25, 2007
Reviewed: April 23, 2019

Garfield School District No. Re-2, Rifle, Colorado