

Garfield 16

Facility Use Guidelines & Procedures

General

1. Any use of the District's facilities for programs, activities, and events that are not part of the regular school's schedule/day requires a Facility Use Application.

Facility Use Procedures

1. The Application for Facility Use License is completed by the individual or organization seeking to use a facility. If special equipment is needed, a work order must be submitted to the maintenance department.
2. The completed application goes to the athletic secretary who places a tentative hold on the Facility Use calendar.
3. The athletic secretary forwards the completed application to the building secretary/principal for approval. The request is added to the school facility use calendar.
4. The completed application is forwarded to the athletic secretary who changes the tentative hold to booked on the Facility Use calendar.
5. The athletic secretary coordinates with the accounts payable/purchasing secretary about the insurance, group assignment, and fees.
6. After the facility use is completed, the athletic secretary forwards the completed facility use to the accounts payable/purchasing secretary for invoicing.

Employee Use of Facilities

1. Employees may use the facility to which they are assigned for programs and activities that benefit the students and the community.
2. A Facility Use Application must be completed if:
 - a. the use of the facility is after the conclusion of the contractual workday;
 - b. the use of the facility is on a day when the school is not open; and/or
 - c. the employee is sponsoring the activity associated with the facility use.
3. The employee **must** complete a building safety training with the Director of Maintenance prior to submitting the Facility Use Application **if** a custodian is not available or assigned to the building.
4. Employees **may not** complete a Facility Use Application **as an employee of the District** for an organization that would receive a Category 2 or 3 designation.

Approval of Facility Use Applications

1. Facility Use Applications for non-CHSSA programs and activities **may not be approved** on the Mondays when the District is closed.
2. Facility Use Applications may not be approved without:
 - a. Required proof of insurance
 - b. Associated fees.

Reference KF-R Community Use of Facilities Administrative Regulation

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Our Mission: *As a result of our efforts, all students will be successfully prepared for life in a safe and nurturing environment.*