



Estes Park School District Guide to Community Use of School Facilities

This Guide to Community Use of School Facilities details the guidelines and regulations associated with your request. Your understanding and compliance with these policies will help ensure that you and your group have a safe and positive rental experience on our campus.

Applications for Use of School Facilities should be completed at least three weeks prior to the scheduled event and returned to Brian Lund for approval and coordination with facility staff.

Brian Lund, Director of Business Services
1605 Brodie Avenue
Estes Park, CO 80517
Phone: 970-586-2361 ext. 3005
Fax: 970-586-1108
Email: Brian_Lund@estesschools.org

We thank you for your cooperation and welcome any questions, concerns, or suggestions for improvements.

Table of Contents

Guide to Community Use.....	3
Authority to Cancel Event.....	3
Staff and Services for Community Usage.....	3
Community Use Facility Locations & Fee Schedule.....	4
Facility Use Fee Schedule: Equipment and Personnel.....	5
Staffing Requirements.....	5
Event Cancellation and Refund Policy.....	6
Auditorium Use Policy.....	6
Applicant Obligations and Responsibilities.....	6
Legal Considerations for All Categories.....	6
School Site Expectations, Rules, Supervision, Security Concerns.....	7
Equipment Needs and Fees.....	7
Approved User Identification.....	7
Conditions and Procedures.....	7
Procedure Overview.....	7
Use During District Break Periods.....	7
Use Outside Normal District Hours of Operation.....	8
Safety Guidelines and Obligations.....	8
Prohibited and Restricted Activities.....	8
Reservations Made in Advance.....	9
Applications.....	9
Insurance.....	9
Supervision.....	9
Facility Use of Specialty/Restricted Areas.....	9
Kitchen Rental.....	10
Staffing.....	10
Large Group Reservations for Groups of 200 or More.....	10
Storage and Staff Time.....	10
Advertisement Materials.....	10
Deposits and Payments.....	10
Photography or Video Usage.....	10

Guide to Community Use

Schools will be given priority over all other events in all cases. Should an unexpected school event conflict with a previously booked outside event, the district will attempt to make other arrangements for the outside event. Until the application has been processed, the requested date/space has not been reserved. We highly recommend not advertising your event until the application process is completed.

1. Applications must be completed for all events.
2. Payment or deposit as outlined in application is required for the rental at least two weeks prior to the event, or your booking will be canceled.
3. A personnel fee will be collected for staff-related services when renting specialty areas, or when designated staff persons are required.
4. Equipment fees associated with any equipment you rent during your rental period will be assessed with your rental fees.
5. You will be charged for any additional costs incurred by the District for your event including, but not limited to: Additional designated staff fees, repairs, missing equipment or supplies, or trash removal.
6. Groups must follow all evacuation procedures and exit the building immediately in case of alarm or emergency. Do not re-enter the building until authorized by appropriate emergency personnel.
7. You assume obligations, responsibilities, and conditions per Board of Education regulations when you elect to use Estes Park School District facilities.

Authority to Cancel Event

The facility services director, facility use coordinator, building principal, or facility use manager has the responsibility and authority to accept or deny requests for contracts or cancel an event when they deem that such action is necessary for the best interest of the school district.

Staff and Services for Community Usage

For your safety and the security of public assets, board of education policy requires a designated staff person to be present in any district facility that is used by application, contract, lease, or agreement for all rental categories. The presence of this staff person is important should there be an emergency during the time of use such as utility failure, fire, etc. This staff person is not responsible for working for the user other than normal setup, cleanup, and emergency assistance.

The facility use coordinator, custodial personnel, administrative assistant, or facility use manager is responsible for determining the appropriate designated staff person(s) for the event and the hours of work associated with the rental, depending on the specific use of the building.

The designated staff person shall be:

1. A custodian or employee trained in building emergency and custodial procedures.
2. Currently on the payroll of Estes Park School District.
3. Assigned to be present, at the very minimum, from the beginning time to the ending time of the facility rental period. This requirement may be waived only by the facility use coordinator or facility use manager.
4. Directly accessible to the renter for the entire facility rental period, and responsible for: opening and securing the facility before and after use (no district facility keys will be issued to the renter); the sanitation of all restrooms/locker rooms and for following the custodial guidelines for cleaning; and securing all areas used including all exterior doors.

Community Use Facility Locations & Fee Schedule

The following facility use fees will be charged:

Estes Park Administration Building 1605 Brodie Avenue, Estes Park, CO 80517 970-586-2361			
Area	Estes Park Schools	Category 1 (Non-Profit)	Category 2 (For Profit)
Conference Room	No Charge	\$20 per hour	\$50 per hour

Estes Park Elementary School 1505 Brodie Avenue, Estes Park, CO 80517 970-586-7406			
Area	Estes Park Schools	Category 1 (Non-Profit)	Category 2 (For Profit)
Cafeteria	No Charge	\$30 per hour	\$75 per hour
Classroom	No Charge	\$10 per hour	\$30 per hour
Gym	No Charge	\$20 per hour	\$85 per hour
Parking Lot	No Charge	\$200 per day	\$300 per day

Estes Park Middle School 1500 Manford Avenue, Estes Park, CO 80517 970-586-4439			
Area	Estes Park Schools	Category 1 (Non-Profit)	Category 2 (For Profit)
Commons	No Charge	\$30 per hour	\$75 per hour
Classroom	No Charge	\$10 per hour	\$30 per hour
Gym	No Charge	\$20 per hour	\$85 per hour

Estes Park High School 1600 Manford Avenue, Estes Park, CO 80517 970-586-5321			
Area	Estes Park Schools	Category 1 (Non-Profit)	Category 2 (For Profit)
Commons	No Charge	\$30 per hour	\$75 per hour
Classroom	No Charge	\$10 per hour	\$30 per hour
Gym	No Charge	\$20 per hour	\$85 per hour
Auditorium	No Charge	\$20 per hour	\$50 per hour
Parking Lot	No Charge	\$250 per day	\$350 per day
Staff Lot	No Charge	\$150 per day	\$250 per day
Bobcat Stadium	No Charge	\$150 per hour	\$200 per hour

Facility Use Fee Schedule: Equipment and Personnel

It is the applicant's responsibility to note their equipment needs at the time the "Request for Community Use of School Facilities" is completed. Such equipment may need to be set up and, in some cases, operated by district staff. Should the rental include a need for special equipment, the applicant must coordinate the details of availability, cost, and use conditions with the Facility Use Coordinator or school building staff.

District furnishings, equipment, and supplies in areas to be used are not to be disturbed, consumed, or moved.

Equipment	Fee
Podium/Microphone (HS auditorium)	\$25 per day
Portable PA System	\$25 per day
LCD Projector (availability based on area)	\$30 per day
8 ft tables	\$5 per table per day
Folding chairs	\$1 per chair per day
Custodial/district personnel	\$25 per hour (outside normal hours)

*Equipment not listed may be also available for rental, please speak to the facility coordinator to discuss options.

There will be a rental charge for all extra equipment needed to meet the group's needs as outlined in the established fee schedule: i.e. tables, folding chairs, projectors, etc. This will include any unforeseen additional custodial time, repair to any structural damages incurred, any missing equipment or supplies, or trash removal. Any additional costs incurred by the school district due to facility use will be billed to the applicant. No school district equipment will be provided without special written agreement and appropriate charges.

It is the applicant's responsibility to be sure there are no substantial damages to school property prior to the actual use. If such damage is noted prior to facility use by the applicant, it should be brought to the attention of the designated supervisory staff in the building.

If people attending an event need to purchase tickets, there will be a \$1 per person use fee charged by the school district for everyone attending the event.

If you would like to inquire about equipment or space that is not outlined in this document, please contact the district office at 970-586-2361.

Staffing Requirements

Any organization or individual, regardless of classification, will be required to pay the cost of a designated staff member if its use of the facility would result in direct costs to the school district.

For those facilities where a custodian is already on duty during the rental, there will be no additional charge unless additional work is required related to the use or the group is over 50 people. For events and requests outside of normal custodial hours (varies throughout the school year, as well as during evenings and weekends, please check with the district office for specifics), in addition to the hourly facility use rate, a fee of \$25/hr will be charged.

Personnel services will include a minimum of 30 minutes before and 1.5 hours after the scheduled event time. Large groups and/or special events impact sites and require a higher level of service as well as accommodations. Large groups/special events necessitate additional planning and coordination, impact available parking, traffic control, utilities, and restroom facilities on site and require additional clean-up.

Kitchen or food service personnel must be on duty at all times when any kitchen area or food service equipment is requested for use. For events and requests outside of normal working hours (varies throughout the school year, as well as during evenings and weekends, please check with the District Office for specifics), in addition to the hourly facility use rate, a fee of \$25/hr, per staff member will be charged.

Auditorium rental that requests the use of lighting or sound services requires the presence of the Theater Supervisor. When stage lights or stage production equipment are used, such use must be operated and supervised by assigned district personnel. Such operation and supervision requirements will be determined by the school district. Labor charges apply as outlined in the fee schedule. Additionally, audio/visual and technology equipment may be available for rental as outlined in the fee schedule.

Event Cancellation and Refund Policy

Any permission issued for use of school facilities shall be subject to cancellation without penalty to the district, if the facilities are later found to be needed for school or school related purposes, as determined by the principal of the building. In the event the use of the facility is canceled due to noncompliance, there will not be a refund of any fees paid or due.

Auditorium Use Policy

Users requesting auditorium use can incur fees for rent, sound and lighting fees, associated dressing room and/or choir room rental, some equipment costs, technical labor costs, and custodial labor costs. All facility requests that include the use of the high school auditorium must also complete and submit an Auditorium Use Form with their application to determine these charges.

Technical assistance is provided by Estes Park School District R-3 ONLY and must be specially arranged when booking the auditorium or theater. Technicians are assigned to an event at an hourly rate of \$25/per hour per technician. The number of technicians needed for an event will be determined by Estes Park School District R-3.

Reservations are made on a first-come, first-served basis upon receipt of the completed requested forms. Receipt of the Application for Use of Facilities form, or the Auditorium Use Form by Estes Park School District R-3 or Estes Park High School neither implies nor guarantees confirmation of the reservation. School district functions and events will receive priority scheduling.

ABSOLUTELY NO FOOD OR DRINK WILL BE PERMITTED IN THE AUDITORIUM AT ANY TIME. Non-Compliance will result in loss of facility privileges.

Applicant Obligations and Responsibilities

Legal Considerations for All Categories

The applicant shall be considered the legal agent of the organization and/or group and, as such, shall be responsible for compliance with all conditions identified in the facility use request. The applicant may not assign or transfer the application to another individual or group. By signing the agreement for building and facility use, the applicant agrees to indemnify (by current and adequate proof of insurance) the district for any damages occurring to the building, classroom furnishings and adjacent grounds during the periods such property is rented by the applicant. The applicant agrees to hold the district harmless from liability for any injury or accident arising during the course of the rental. The applicant shall also hold the district harmless for any damage or loss to the property of any person attending the sponsored rental activity.

School Site Expectations, Rules, Supervision, Security Concerns

The applicant, for use of a facility at any site, shall meet with the facility use coordinator, facility use manager, or designee at least two weeks prior to the date of use. This meeting will allow the applicant and the facility use coordinator/manager to review all policies, protocols, or practices unique to the school or site being used. This allows the facility use coordinator/manager to assist in scheduling a meeting for the site administrator to meet the person(s) who will be using the building. Another important issue to be discussed at this meeting is the level of adult/child ratio to ensure that adequate and appropriate supervision is provided by the applicant (especially when youth activities are involved).

The current guidelines set forth by the district are 12:1 for elementary and 15:1 for secondary. The nature and physical demands of the event, the number, age, and skill/ability level of the participants are to be considered when determining adequate supervision. Other supervision guidelines may be required depending on the activity. The district guidelines with respect to facility security will also be discussed at this time.

Equipment Needs and Fees

Tables, chairs, stages, and other equipment may be available upon request. It is the applicant's responsibility to note these needs at the time the permit is requested. Such equipment will contain a usage fee and may include a delivery fee. This equipment may need to be set up and, in some cases, operated by district staff. The facility use coordinator, based on the suggested fees in this guide, determines charges for this equipment. Should the rental include a need for special equipment, the applicant must coordinate the details of availability, cost, and use conditions with the facility use coordinator/manager.

Approved User Identification

Upon submission of the request for facility use and approval by the facility use coordinator/manager, receipt of payment and current and adequate proof of insurance, the applicant will be notified via email that the request is approved. The applicant email approval will serve as a receipt and will identify him/her as a valid user. This approval must be presented to the designated staff member working the event upon arrival at the time of use. District staff is required to deny use to any party without a valid contract for facility use.

Conditions and Procedures

Procedure Overview

Individuals, organizations, and/or groups wishing to use district facilities shall complete a request for facility use. The application and this Guide to Community Use of School Facilities may be secured from the district Administration Building, 1605 Brodie Avenue, Estes Park, CO 80517, or on our district website. The application for facility use, along with current and adequate proof of insurance, must be submitted to the facility use coordinator located at: 1605 Brodie Avenue, Estes Park, CO 80517, at least two weeks prior to the use date requested. All deposits for single-day usage and multiple-day usage must be paid when the application for facility use form is authorized. The facility use coordinator/manager will finalize authorization. When a permit is approved, the activity will be added to the building master calendar.

Use During District Break Periods

Summer use will be limited to schools where summer programs already exist. Principals will be responsible for informing the facility use coordinator/manager of the date and time of all building activities and the rooms reserved prior to leaving for the summer. Special circumstances for summer use may arise and be approved by the facility use coordinator/manager. The facility use coordinator will arrange for building coverage.

Events during Thanksgiving break, spring break and other district-designated down time is discouraged. However, an event may be booked at the discretion of the facility use coordinator with the knowledge and consent of the building principal, designee or appropriate director.

Use Outside Normal District Hours of Operation

Facilities 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 may be permitted and will be subject to staff availability. All facilities should be vacated no later than 9:00 p.m. unless special arrangements have been authorized on the contract for facility use. Any individual, group or organization using school facilities on weekends, down time, summer break, or after 9:00 p.m. must have a contract authorizing designated staff to be on site for the entire length of rental use. Applicants will pay the hourly staff-related service fees for the entire period of use.

Safety Guidelines and Obligations

- All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times including, but not limited to the following:
- Auditorium exit lights must be used at all times including performances.
- Adequate lighting must be maintained.
- Open flames in any area of the building or grounds (including candles and holiday decorations) are strictly prohibited.
- Room capacity is not to exceed current fire guidelines for occupancy.
- Temporary electrical or mechanical modifications are prohibited unless authorized by the Facility Services maintenance manager and authorization is noted on the contract.
- Stairways, corridors, and entrance/exits must be kept free of obstruction at all times.
- No equipment, scenery, signage or decorations of any type shall be used within the building or on the premises except as specifically provided for in the contract. Equipment, scenery, signage or decorations shall be fire-retardant 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).
- Compliance with evacuation procedures in the event of a fire alarm or other emergency is mandatory.

- Groups or participants shall not do, bring or keep anything on district property that might negatively affect the health, well-being or safety of students or have a negative impact on the district's business operations.
- Groups using buildings must confine group activities to the areas rented to them and must furnish sponsors acceptable to the district to see that the rules and guidelines are properly followed. The district reserves the right to require groups to secure professional security services.
- The district shall not be held responsible for any damage or loss that might occur to non-school property. All non-school property (as well as trash or debris) must be removed from the building immediately after the performance/event. The school district shall not assume any responsibility for lost or stolen articles.

Prohibited and Restricted Activities

Renter is responsible for ensuring all visitors and participants are made aware of and abide by the following laws, board policies and prohibited activities. Renter is responsible for informing district assigned staff, school administration or custodial staff, or local law enforcement agencies of any noncompliance. Failure to comply may result in current and/or future contracts being revoked.

1. Alcohol and Drugs

Use or possession of illegal drugs or alcoholic beverages is illegal and strictly prohibited.

2. Tobacco Use

Use or possession of illegal drugs or alcoholic beverages is illegal and strictly prohibited.

3. Weapons

No weapons of any kind, as defined by state statute, or any object that might be construed as a weapon shall be allowed on school district property, except as authorized by law and with the express written permission of the Superintendent or designee.

4. Gambling

Games of chance and activities defined as gambling by state statutes are illegal and strictly prohibited on district property.

5. Other

Behaviors including obscene language, quarreling, fighting, or noncompliance with school district regulations, policies and procedures are prohibited.

The facility use coordinator, in coordination with risk management, will make the final determination of a prohibited or restricted event depending on specific details of permit application.

Reservations Made in Advance

An application for facility use may be requested up to a year in advance. However, these requests will be authorized only after all school events have been scheduled and all Intergovernmental Agreements have been met (this is generally done by May 30th of the fiscal year). The application may be authorized by the facility use coordinator or the facility use manager or the auditorium production manager.

Applications

No individual and/or group will be authorized to use district facilities, including district fields, without having an authorized application for building and facility use. The facility use coordinator, facility use manager or building principal has the responsibility and authority to accept or deny requests for facility use. Neither you nor members of your party will be admitted to any district building without proof of an authorized agreement.

Insurance

District insurance coverage does not extend to the conduct or liability of community or other groups utilizing district facilities. The district will require a current and adequate certificate of insurance from all facility use applicants.

Supervision

Adequate adult leadership and supervision (see section B under Applicant Obligations and Responsibilities) shall be required at all times for activities in which minors are participating. Minors shall be supervised at all times and are to remain in the area of contract rental. Failure to comply may result in current and/or future applications being revoked. This also includes the time before and after the event during which the youth are on school district property.

Facility Use of Specialty/Restricted Areas

Rental requests for specialty areas, including media areas, computer rooms, family studies rooms, weight lifting rooms or other spaces with specialized equipment will be evaluated by the facility use coordinator or the facility use manager before rental arrangements may be made. Areas may be restricted from rental e.g., science labs, industrial education shops, weight lifting rooms, climbing walls, kilns, etc.; due to the cost of equipment, specialized use, and required training or safety concerns. Additional fees may be charged for specific equipment and specifically trained school district staff if specialty areas are approved for rental.

Kitchen Rental

Arrangements for use of any district kitchen will be made through the kitchen manager, Nutrition Services director or the facility use coordinator. Kitchen areas shall be used only under the supervision of a Nutrition Services employee with appropriate staff fees being assessed at the time of the authorization of the permit.

Staffing

Any organization or individual facility use applicant, regardless of category, will be required to pay the cost of a designated staff member during weekends or outside of regular staff hours. This includes in-district staff use of facilities during weekends, holiday breaks, and summer breaks. The facility use coordinator, with the knowledge of the building principal, shall determine supplemental staffing needs necessary for each event. For groups with over 50 people, a minimum of one additional staff will be required.

Large Group Reservations for Groups of 200 or More

Large groups and/or special events impact sites and require a higher level of service as well as accommodations. Large groups/special events necessitate additional planning and coordination, impact parking, traffic control, utilities and restroom facilities on site and require additional custodial duties. Large group events also will be coordinated with the Town of Estes Park to inform and minimize any impact a large event may have on town resources. All large group reservations must be coordinated and authorized by the facility use coordinator or the facility use manager.

Storage and Staff Time

Facility use applicants will be responsible for staff time used to move furnishings, equipment, or supplies. No storage of equipment or private belongings is allowed on a long-term basis for permit holders, unless specifically arranged with the facility coordinator.

Advertisement Materials

Posters, flyers, or other advertising materials to be used to promote activities at district facilities must be submitted electronically on the district website Community Bulletin Board link. When approved, these materials will be posted on the district website on the Community Bulletin Board. Only electronic postings are permitted.

Deposits and Payments

All deposits for facility rental (approximately 25% of estimated rental costs) are due no later than two weeks prior to the event. Final invoices will be sent following the last day of each booking, and payment will be due within 30 days. Checks should be made payable to Estes Park School District R-3 and delivered to 1605 Brodie Avenue, Estes Park, CO 80517.

Photography or Video Usage

Use of photography or video equipment on school district grounds by any community use individual or group, in any category, must be approved and authorized by the facility use manager. Specific conditions will be noted on the authorized contract and district staff assigned to each event will be authorized to revoke the contract in the case of any deviation from agreed upon authorization.