

# Guide to Community Use of School Facilities

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## Introduction

These **guidelines** are in support of [Board of Education Policy](#) and [Board of Education Regulations](#)

**Forms:** [Facility Use Request Form](#) and [Auditorium Request Form](#)

**Documents:** [Thompson School Facilities List](#), [Facility Use Fee Schedule](#)

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

We thank you for your cooperation and welcome any questions, concerns, or suggestions for improvements. For more information call (970) 613-5351 or email [facilityuse@tsd.org](mailto:facilityuse@tsd.org).

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## Priority Scheduling

The Thompson School District is an integral part of the communities it serves and wishes to encourage the use of the schools as community centers.

Schools have priority over all other events in all cases. Should an unexpected school event conflict with a previously booked community event, the district will attempt to make other arrangements for the community event. Until the request for community use of facilities form has been processed, the requested date/space has not been reserved. We highly recommend not advertising your event until the approval process is completed.

The Director of Facilities, 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.

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## Facility Availability

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.

**Facility Use requests for specialty/restricted** areas will be evaluated by the Facility Use Manager before arrangements may be made. Examples of specialty/restricted areas include but are not limited to:

- Computer Rooms
- Family Studies Rooms
- Weight Lifting Rooms
- District Kitchens

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.

Arrangements for use of any **district kitchen** will be made through the kitchen manager, Nutrition Services Director or the Facility Use Manager. 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.

**District Camps and Fundraising Events** must have district authorization obtained through the district athletic office. Authorization forms must be submitted with the facility usage request. Contact the district athletic office at (970) 613-5030 for applications and further information.

No events will be scheduled in district buildings during Winter Break (some exceptions may apply) or on holidays when district offices are closed.

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## Staff/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 when events or activities are occurring.

The 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 Thompson School District.
3. Assigned to be present 30 minutes prior to the start of the event and at minimum 90 minutes following the end of the event. This requirement may be modified or waived only by the 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
  - Emergency assistance
  - The cleaning of all areas utilized by the event or activity following standard custodial guidelines

**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 should also be coordinated with the City of Loveland to inform and minimize any impact a large event may have on city resources. All large group reservations must be coordinated and authorized by the Facility Use Manager.

## Legal Requirements and Applicant Expectations

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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 reservation. You assume obligations, responsibilities and conditions per [Board of Education regulations](#) when you elect to use Thompson School District facilities.

### **Insurance**

District insurance coverage does not extend to the conduct or liability of community or other groups utilizing district facilities. By signing the request for community use of school facilities form, 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 also agrees to hold the district harmless from liability for any

injury or accident arising during the course of the rental. Please see the [Board of Education Facility Use Regulations](#) for complete information.

The district will require a current and adequate certificate of insurance with limits of no less than \$1,000,000 per occurrence naming Thompson School District as additional insured.

### ***Facility Use Request Form***

No individual and/or group will be authorized to use district facilities, including district fields, without having authorization. The Facility Use Manager or building principal has the responsibility and authority to accept or deny requests. Neither you nor members of your party will be admitted to any district building without possession of the authorized [Facility Use Request Form](#). This reservation shall be shown to the district staff assigned to your event

### ***Equipment***

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 initial request form is submitted. Such equipment will be assessed 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 Manager, 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 Manager.

### ***Supervision***

Adequate adult leadership and supervision 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 reservation rental. Failure to comply may result in current and/or future reservations being revoked. This also includes the time before and after the event during which the youth are on school district property.

### ***Advertisement Materials***

Please refer to the district's [Community Relations website](#) for instructions on distribution of advertisement materials of non-curricular information to students.

### ***Photography or Video Equipment***

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.

## Safety

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 reservation.
- 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 reservation. 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 ceiling (except to anchors presently provided).
- Compliance with evacuation procedures in the event of a fire alarm or other emergency is mandatory.
- Compliance with the districts' prohibited/restricted activities list is mandatory.
- Groups of 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.

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 reservations being revoked.**

- **Alcohol and Drugs**  
Use or possession of illegal drugs or alcoholic beverages is illegal and strictly prohibited.

- **Tobacco Use**  
All tobacco use, including chewing tobacco, is illegal and strictly prohibited on all school district property. Tobacco users must leave district buildings and district property, including parking lots, to use tobacco products.
- **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.
- **Gambling**  
Games of chance and activities defined as gambling by state statutes are illegal and strictly prohibited on district property.
- **Other**  
Behaviors including obscene language, quarreling, fighting, or noncompliance with school district regulations, policies and procedures are prohibited.

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

**Examples of Prohibited or Restricted Events:**

- Aircraft rides
- Bike races - Restricted
- Boating
- Bonfires
- Bungee Jumping/Bungee Runs
- Car Bashing
- Contact karate
- Crack the Whip
- Cross Country Skiing - Restricted
- Dodgeball - Restricted
- Donkey basketball
- Dunk tanks
- Hayrides/tractor-trailer rides - Restricted
- Helicopter Landings - Restricted
- Horseback Riding - Restricted
- Hot Air Balloon Rides (Non-Tethered is Prohibited; Tethered is Restricted)
- Hamster Ball
- Jello Wrestling
- Live animal exhibits/acts - Restricted
- Mechanical amusement rides/devices
- Motorcycling

- Ocean sports (surfing, scuba diving)
- Paintball
- Parasailing
- Powder Puff Football – Restricted
- Pyrotechnical events – Restricted
- Rodeo and roping events
- Ropes Courses - Restricted
- Skateboarding, rollerblading, ice skating and roller skating not permitted on school premises
- Skiing/Snowboarding
- Skydiving (however, insured skydivers-other than students and employees – may land on district premises)
- Snow Caving
- Tenting
- Tobogganing
- Trampolines Full-Size
- Tug of War
- Velcro Walls
- Use of Watercraft
- Water Parks
- Water Skiing

## Process and Procedures

Individuals, organizations, and/or groups wishing to use district facilities shall complete a request form.

A request form may be ***submitted 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. Due to high demand, recurring gym reservations will be accepted on the first business day in May for the following school year.

### ***Process to Reserve Space***

1. A request form is required for all events. The forms can be found on our website:
  - a. [Request for Community Use of School Facilities](#)
  - b. [Request for Community Use of Auditoriums](#)
2. Return the completed request form via email to [facilityuse@tsd.org](mailto:facilityuse@tsd.org). Please request all spaces, equipment, dates and times as accurately as possible.

3. The district will require a current and adequate certificate of insurance for all events. Please add Thompson School District (800 S Taft Ave. Loveland CO 80537) as an additional insured and have available to the Facility Use Manager at least 2 weeks prior to your event.
  4. Payment is required for the rental at least 2 weeks prior to the event. Recurring schedules may be invoiced monthly if approved by the Facility Use Manager.
  5. The applicant will be notified via email that the request is approved. The applicant email approval will serve as a receipt and will identify you as a valid user.
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## Fees and Charges

### ***Application Fees***

Application fees are due upon initial application for rental space and are assessed on an annual basis (school year). The amount of application fee is determined by the number of events on each reservation. Reservations may contain a one-time event or recurring events on a set schedule. One permit may contain several dates, with each date considered an event for the purpose of determining the application fee. These fees are only collected by the Facility Usage Manager and are non-refundable. You can determine which application fee pertains to your event by reviewing the [Facility Use Fee Schedule](#).

### ***Facility Rental Fees***

[Facility Rental Fees](#) are assessed by the Board of Education for Thompson School District and based on category of organization and size of space.

Recurring events that require multiple changes throughout the entire schedule will be subject to a minimum of \$20 fee per change requested.

### ***Staff Fees***

Any organization or individual reservation, 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 and breaks. The Facility Use Manager shall determine supplemental staffing needs necessary for each event.

For groups with over 50 people, a minimum of one additional staff may be required for weeknight events. Applicants will pay the hourly staff-related service fees for the entire period of use.



A staff fee will be collected for staff related services when renting specialty areas, or when designated staff persons are required.

**Equipment Fees**

[Equipment fees](#) associated with any equipment utilized during your rental period will be assessed with your fees.

**Additional Costs**

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.

**Cancellations**

Cancellations received within 2 weeks prior to the scheduled event will result in 100% loss of facility usage fees.

**Changes**

Changes to existing schedules must be made 2 business days in advance. If a scheduled rental is canceled because of School District use or school closing, that day's rental shall be refunded in full to the rental party. The amount refunded will be less any expenses incurred by the School District related to the proposed use.

All application fees are non-refundable unless the cancellation is due to school district use or building closure.

**Payments**

Payments must be made in full within two weeks of the scheduled event date. Multiple use bookings must be paid in full upon acceptance and authorization of the request. The Facility Use Manager must authorize monthly payment arrangements. Checks must be made payable to Thompson School District R2-J and delivered to Facilities Services, 800 S. Taft Avenue, Loveland, CO 80537, Attn: Facility Use Manager, or sent to Facilities Services through the interoffice district mailroom. Invoices may also be paid [online](#) (service fee applies).