



Facility Use Guidelines (Municipal)

Customer Support Center

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Introduction

These guidelines are in support of District policy [KF – Use of District Facilities](#).

Rental Instructions

1. Complete and submit an Indoor Facility Use Request Form (Community) or an Outdoor Facility Use Request Form (Community), available on the [Facility Rental webpage](#).
2. Submit a Certificate of Insurance as outlined below.
3. Allow a minimum of ten (10) business days for processing. Please note processing times may be longer during peak scheduling times.
4. Once a compatible site is identified, an Event Detail Report and a Facility Use Permit will be issued.
5. The Event Detail Report and Facility Use Permit must be presented to the site custodian or designated employee for authorized access to the facility.

For any issues or if assistance is needed, Customer Support Center (CSC) can be contacted 24/7 at (970) 490-3333.

Booking Window and Cancellation

All school year reservations (August 1 - May 31) can be submitted April 1 at midnight and will be booked beginning July 1. All summer reservations (June 1 - July 31) can be submitted January 1 at midnight and will be booked beginning April 1.

Municipal reservations can be cancelled up to one week prior to the event; cancellation less than one week in advance is not permitted and the fee will be assessed. District reservations will take precedence over other rentals, except that a district user cannot book a facility that has been booked by a municipality within two weeks of the use date.

Reservations will be booked based on whether the request is for the District (booked first), a municipality (booked second), or a community user (booked third). Within those categories, reservations will be granted based on order received – first come will be first served, pending insurance approval. The order of booking will be determined based on the date and time CSC receives the booking request. Booking opens at 12:00 am on the date



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indicated; requests received at 11:59 pm and earlier the day before will not be accepted. Please allow 10 business days for the Customer Support Center to process the request.

Insurance Requirements

Municipal users shall furnish the District with proof of General Liability Insurance written on an “occurrence” basis with limits of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. A current Certificate of Insurance shall include the District, its elected officials, employees, agents, and volunteers as additional insureds or covered as an additional insureds by way of a blanket endorsement. The Certificate Holder must be listed as:

Poudre School District
2407 LaPorte Avenue
Fort Collins, CO 80521

The specific location being rented may be included in the description section of the Certificate of Insurance but should not be listed as the Certificate Holder.

Memorandums of Insurance will not be accepted.

Once a Certificate of Insurance is submitted, the District’s Risk Management department will verify the requirements have been met prior to the Customer Support Center issuing a Facility Use Permit.

Facility Use Hours

Note: All rental hours include setup and breakdown time.

During the school calendar year when school is in session, Monday through Friday:

1. **After school:**

- Elementary Schools: Can start immediately after the school’s dismissal time, concluding by 10:00 p.m.
- Middle Schools: Can start no earlier than 6:30 p.m., concluding by 10:00 p.m.
- High Schools: Can start no earlier than 7:00 p.m., concluding by 10:00 p.m.

2. **Before school:**

Activities or events can be permitted before the school’s start time if the event or activity:

- Falls under District Policy [KBE/KJA – Support Organizations](#);
- Is a District-approved childcare program; or



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- c. Does not interfere with before-school programming; CSC will contact the site administrator or designee for approval.

3. Weekends at all District sites:

- a. Saturdays: may start at 8:00 a.m., concluding by 10:00 p.m.
- b. Sundays:
 - i. Indoor activities and events may start at 9:00 a.m., concluding by 4:00 p.m.
 - ii. Outdoor activities and events may start at 9:00 a.m., concluding by 10:00 p.m.
 - iii. Due to staffing requirements, recurring Sunday facility rentals cannot be accommodated.

During spring, winter, and summer breaks, at all District sites:

1. Monday through Friday:

- a. Indoor activities and events, may start at 8:00 a.m., concluding by 7:30 p.m.
- b. Outdoor activities and events may start at 8:00 a.m., concluding by 10:00 p.m.

2. Saturdays:

- a. Indoor activities and events may start at 8:00 a.m., concluding by 7:30 p.m.
- b. Outdoor events may start at 8:00 a.m., and finish by 10:00 p.m.

3. Sundays:

- a. Indoor activities and events may start at 9:00 a.m., and finish by 4:00 p.m.
- b. Outdoor activities and events may start at 9:00 a.m., and finish by 10:00 p.m.
- c. Due to staffing requirements, recurring Sunday facility rentals cannot be accommodated.

Availability

Availability of District facilities and facility features will be determined by the following criteria, and use is subject to the following requirements:

1. Activities and events must not conflict with previously scheduled events.
2. District sites may not be available for use when preventative maintenance,



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construction projects, or rehabilitation programs are scheduled.

3. District sites may not be available for municipal use when a District custodian or other designated employee is not available.
4. For events and activities utilizing parking lots, please note:
 - a. Unauthorized overnight parking may be subject to towing.
 - b. Parking lots may only be available for municipal use on weekends during the school calendar year when school is in session, and available Monday-Sunday during spring, winter, and summer breaks.
 - c. A facility use permit will be issued for all municipal events or activities utilizing a parking lot. A Certificate of Insurance will be required.
 - d. Long-term parking is not allowed.
 - e. Parking lots are expected to be left in a clean condition at the conclusion of the event.
 - f. Painting or use of chalk or other permanent markings is prohibited. Cones or other portable markers are allowed.
5. Personal use of tennis courts can be obtained through the Tennis Court User Authorization. A key will be issued for tennis court use as described in the “Keys” section below.
6. Municipal users may access the District’s guest wireless (PSD- OPEN) network. Guest wireless is available for use.
7. Tracks are free and open to the public, with the exception of the track in Timnath Middle High School Stadium and the track in French Field at Rocky Mountain High School.

Compatibility, Safety, and Security

The following compatibility, safety, and security considerations shall apply to all use of district facilities:

1. Events and activities must comply with the intended use of the facility and not put the facility at risk.



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2. Indoor events must not exceed the posted occupancy loads.
3. Food and drink are allowed in cafeteria areas only; no food or drink (excluding water) is allowed in carpeted areas or in gymnasiums.
4. Events and activities must not exceed the capacity of parking lots.
5. Applicable municipal code for all District sites prohibits overnight camping on District property.
6. In the event of inclement weather, District sites may be closed for use.
7. Grass fields may be closed for municipal use if degradation would likely result because of water shortage, drought, or other conditions that would adversely affect the turf.
8. If District or personal property may be compromised, locations within District buildings may be restricted for municipal use unless prior approval is obtained through the District site and the CSC.
9. Vending from a mobile food truck, pushcart, or other vehicle is allowed. The user is responsible for ensuring any food-related vehicle has all required permits, including from the local fire department, municipality, and/or Larimer County Health Department. CSC will provide the District food truck guidelines to a user that indicates food truck use on their application.
10. Advertising must comply with District Policy [KHC – Distribution/Posting of Non-District Communications](#).
11. Activities and events must comply with applicable municipal noise codes or ordinances.
12. Reasonable, incidental use of electricity and water, including restrooms and lights, is permitted. User must comply with all storm water regulations.

Tables, Chairs and Equipment

Municipal users needing to bring tables and chairs into a District building for an event must receive approval from the custodial manager, or designee, ten business days prior to the event. The municipal user group will be responsible for all setup and tear down.

Use of a facility with a scoreboard must be requested through CSC and is subject to approval from site staff. See “Stadium Rental Expectations,” below, for information regarding stadium-specific scoreboard use.

No field prepping of any kind is permitted without prior CSC approval, including modifying the field with athletic equipment such as goals or scoreboards, or through any form of mowing, painting, or marking.



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Please see below for use of equipment in a football stadium.

Stadium Rental Expectations

This section applies to rental of the following facilities: Wellington Middle High School Football Field, Timnath Middle High School East Field, Fort Collins High School Football Field, Fossil Ridge High School Football Field, and Poudre High School Football Field.

A stadium manager is required for use of press box and scoreboard, subject to their availability and contingent on approval by CSC. Goals and goal post pads may be used at a football arena through a stadium manager, subject to their availability and contingent on approval by CSC.

In the event the District cannot provide a stadium manager, the Athletics Director may approve a member of the renting organization to be trained as a stadium manager and check out a key to them, at their discretion.

Keys

Municipal users renting certain outdoor facilities may be issued a key to gain access to the facility. The process for issuing keys and for their use and return is as follows:

1. A \$500 deposit per key issued will be added to the Facility Use Permit. This includes the lost key charge and a blanket rekeying fee.
2. Keys will be checked out by CSC; the municipal user must sign a Community Use Key Receipt Form for each key issued.
3. All facilities must be locked at the conclusion of the event.
4. Key(s) must be returned within five (5) business days after the final date of the event or activity. If a key is lost or is not returned within this timeframe, the municipal user will forfeit their deposit.
5. Upon return of the key(s), the \$500 deposit will be removed from the facility use invoice.

Facility Use Fees

The facility use fees for community users shall apply; the fee schedule is available on the [Facility Rental webpage](#).

Guideline Maintenance

The Operations Support Supervisor, or designee, shall maintain these guidelines.