



Facility Use Guidelines (District)

Customer Support Center

Introduction

These guidelines are in support of District policy [KF –Use of District Facilities](#) for events or activities outside of their regular district use for school-based activities such as instructional events, theatrical performances, and athletic events.

Rental Instructions

1. Complete and submit an Indoor Facility Use Request Form (District) or an Outdoor Facility Use Request Form (District), available on the [Facility Rental webpage](#).
2. Allow a minimum of ten (10) business days for processing. Please note processing times may be longer during peak scheduling times
3. Once a compatible site is identified, an Event Detail Report and a Facility Use Permit will be issued.
4. 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, CSC can be contacted 24/7 at (970) 490-3333.

Booking Window

Facilities cannot be booked more than a year in advance of the requested 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. 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 indicated; requests received at 11:59 pm and earlier the day before will not be accepted.

All school events for the upcoming school year must be added to FSDirect by the end of the current school year.

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.



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

3. Weekends at all District sites:

- Saturdays: may start at 8:00 a.m., concluding by 10:00 p.m.
- Sundays:
 - Indoor activities and events may start at 9:00 a.m., concluding by 4:00 p.m.
 - Outdoor activities and events may start at 9:00 a.m., concluding by 10:00 p.m.
 - 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:

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

2. Saturdays:

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



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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, construction projects, or rehabilitation programs are scheduled.
3. District sites may not be available for use when a district custodian or other designated employee is not available.
4. For events and activities utilizing parking lots, please note the following:
 - a. Unauthorized overnight parking may be subject to towing.
 - b. Parking lots may only be available for community use on weekends during the school calendar year when school is in session, and available Monday-Sunday during spring, winter, and summer breaks.
 - c. Facility use permit must be issued for any activity other than parking.
 - d. Long-term parking is not allowed.
 - e. Parking lots are expected to be left in a clean condition after the event.

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. Events and activities must not exceed the capacity of parking lots.
4. Applicable municipal code for all District sites prohibits overnight camping on District property.
5. In the event of inclement weather, District sites may be closed for use.
6. Grass fields may be closed for use if degradation would likely result because of water shortage, drought, or other conditions that adversely affect the turf.
7. If district or personal property may be compromised, locations within district buildings may be restricted for use unless prior approval is obtained through the district site and the Customer Support Center.
8. Advertising must fall under district policy [KHC – Distribution/Posting of Non-District Communications](#).
9. Vending from a mobile food truck, pushcart, or other vehicle must comply with local ordinances governing outdoor vending, and the vendor must have all applicable licenses. Refer to District [guidelines](#) for the operation and use of food trucks.
10. Activities and events must comply with applicable municipal noise codes or ordinances.

Facility Use Fees

The facility use fees for district 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.