



KF - USE OF DISTRICT FACILITIES

This policy will govern the scheduling and use of Poudre School District facilities outside of their regular District use. Such activities and events will not interfere with the District's overall education program or the facilities' regular use.

Community use of District facilities under this policy will not constitute District endorsement of any organization, the beliefs of the organization or group, the expression of any opinion regarding the nomination, retention, election, or defeat of any candidate, or the expression of any opinion as to passage or defeat of any election issue.

The District's Customer Support Center ("CSC") will administer this policy and the associated guidelines, procedures, fee schedules, calendars, scheduling and related communications.

Definitions

For purposes of this policy, these terms have the following meanings:

- **"Community use"** means any use by a non-District entity, group, or individual; this includes local government entities.
- **"Community user"** means any non-District entity, group, or individual, including local government entities.
- **"District facility" or "District facilities"** means District buildings, grounds and athletic fields, and all other District real property and the improvements on that property.
- **"Local governmental entities"** means government organizations that operate within the jurisdiction of Poudre School District.

Scheduling

All activities and events at District facilities outside of the facilities' regular District use will be scheduled in accordance with the following terms and conditions:

District Activities and Events

To the extent possible, District activities and events will be scheduled in advance of each fiscal year (July 1 - June 30) on or before June 30. Thereafter, District activities and events must be scheduled at least ten (10) days prior to the date of requested use

subject to availability of the requested facility. Such activities and events may be scheduled for a single date or for periodic or regularly recurring dates during the fiscal year.

At least one District employee will be designated as the individual for CSC to contact if matters arise concerning scheduling or use of the facility. In addition, at least one District employee will assume responsibility for ensuring compliance with the terms and conditions of this policy and for on-site supervision of the scheduled activity or event.

Local Governmental Use for Activities and Events

Local governmental entities must follow all community requirements as outlined below with two exceptions. First, there is priority booking for pre-k through 12th Grade municipality events and activities. Youth events that fall into this category will be scheduled after in-District activities and events and before other community activities and events. Second, a local government booking can only be cancelled one week or more in advance of the reservation. Any booking cancelled after that time will still incur the full fee.

Community Use for Activities and Events

Community activities and events must be scheduled at least ten (10) days prior to the date of requested use, subject to availability of the requested facility, beginning on July 1 of each fiscal year. Such activities and events may be scheduled for a single date or for periodic or regularly recurring dates during the school year.

In order for a community activity or event to be scheduled at a District facility, the following requirements must be met:

1. The prospective community user must apply for use of the requested facility in accordance with procedures prescribed by CSC, and must satisfy all conditions required under such procedures and under this policy for use of the requested District facility.
2. The prospective community user must designate an individual whom CSC may contact if matters arise concerning scheduling or use of the facility, and must assign an individual who will be responsible for on-site supervision of the scheduled activity or event.
3. The prospective community user must furnish proof of insurance as required by the District's risk manager. Depending on the type of activity or event being planned and the facility being requested, the prospective community user may also be required to provide a damage deposit and/or furnish a surety bond.
4. If the District approves the prospective community user's application, it will issue a facility use permit, which must be signed by an authorized representative of the

community user. At the District's discretion, additional terms and conditions may be required through the issuance of a District contract or addendum in addition to the facility use permit. The scheduling of community activities and events will not be considered approved until a facility use permit is issued and signed.

5. The authorized representative signing the facility use permit will be required to assume legal and financial responsibility for the community user's compliance with the terms and conditions of this policy.

Cancellation and Rescheduling

District and community users must provide CSC with at least 48 hours advance written notice of cancellation of their scheduled facility use. Facility use fees may still be assessed against users who cancel without the required notice.

In the event of inclement weather or other exigent circumstances requiring the cancellation of any scheduled activity or event, the District or community user may contact CSC to reschedule. A request to reschedule or for reimbursement of fees must be sent in writing to CSC within five calendar days of the cancellation.

If the superintendent or designee determines that an unforeseen District activity or event must be scheduled at a date and time previously reserved for a community activity or event, the community activity or event will be cancelled, and CSC will attempt to make alternative scheduling arrangements with the community user. If the use cannot be rescheduled, no facility use fees will be assessed against the user.

Denial of Community Use Applications and Revocation of Community Use Permits and Contracts

The facility use application filed by a prospective community user may be denied, and the facility use permit or contract of a community user may be revoked, on the following grounds:

1. Violation or reasonably anticipated violation of the terms of this policy.
2. Violation or reasonably anticipated violation of the terms of the facility use permit or contract.
3. Violation or reasonable anticipated violation of the community or municipal guidelines.
3. Failure to pay in a timely manner all fees and charges assessed in connection with the use of a District facility.
4. Damage, destruction or loss of District property in connection with the use of a District facility.

Regulations Governing Use of District Facilities

Regulations Applicable to District and Community Users

1. All use of District facilities is subject to governing laws and District policies that prohibit discrimination on the basis of the protected classes as defined in District Policy AC – Nondiscrimination/Equal Opportunity.
2. District facility use must not create a nuisance, safety hazard, or disruption within the District facility or within the neighborhood or area surrounding the facility.
3. District facility use will at all times be subject to compliance with all governing laws and all applicable District Policies and regulations, including but not limited to District Policy ADC – Tobacco-Free and Marijuana-Free District.
4. A District custodian or other designated employee (as determined by CSC) will be on site at all times when a District facility is being used for an activity or event under this policy. Exceptions to this requirement may be made by CSC for the use of athletic fields and other District facilities or buildings, in which case District employees will perform post-event inspections regarding the condition in which the facility was left.
5. District facility use must be confined to the areas and times scheduled by CSC.
6. Facility users will be responsible for the payment of custodial services at the District's cost (including overtime, where applicable) necessitated by extra trash removal or cleaning requirements, and/or facility use outside of the times scheduled by CSC.
7. Facility users may be permitted to use District equipment in connection with their activity or event for an additional charge, as determined by CSC. Such equipment use may require supervision and/or operation by one or more District employees at an additional charge, as determined by CSC.
 - a. Stage lights and other stage production equipment will only be operated by qualified District employees.
 - b. Kitchens may be used in compliance with District food service guidelines, subject to approval by the director of child nutrition or designee and supervision by a qualified District food service employee.
8. The use or possession of any dangerous weapon, as defined in District Policy JICI – Student Conduct Involving Weapons, by any person at a District facility is prohibited.

9. The use or possession of alcohol and/or illegal drugs by any person at a District facility is prohibited.
10. Gambling and unlicensed games of chance (i.e., bingo, lotteries, raffles) at a District facility are prohibited.
11. The District will not be responsible for any damage, destruction or loss of a facility user's personal property that occurs in connection with the use of a District facility.
12. The District will not be responsible for any personal injury or death to a facility user that occurs in connection with the use of a District facility.
13. All requests for security by any entity other than the District must be approved by the District's Risk Management Department.
14. Any use of an Unmanned Aircraft System (UAS) on District property must comply with the District's current guidelines or protocols regarding a UAS, and must be approved by the District's Risk Management and Safety and Security Departments. Additional documentation may be required.

Regulations Applicable Only to Community Users

1. As a condition of any community use of a District facility under this policy, the community user must agree to indemnify and hold harmless the District and the District's Board, employees, representatives and agents from and against any and all liability arising from any suit, action, grievance, charge or proceeding brought in connection with or related to the facility use and/or the conduct of any of the community user's employees, volunteers, agents, representatives or invitees. The community user's indemnification and hold harmless obligation will include all attorney fees, costs and expenses incurred by the District and/or the District's Board, employees, representatives and/or agents in defense of said suits, actions, grievances, charges and/or proceedings.
2. Facility use permits and contracts are not transferable and may not be assigned.
3. If snow removal is required for the community use of a District facility, the Community user may be charged at the District's cost unless such snow removal is otherwise required for a District or District-contracted use of the facility.
4. No storage space will be provided for community users at District facilities. Community users must remove all their personal property and other items from District facilities after each use.

Prohibited Scheduling and Uses of District Facilities

District facilities will not be scheduled for activities or events by District or community users on days designated as paid holidays for District employees or on the weekends immediately preceding or following paid holidays, except for: (1) CHSAA-sanctioned activities and events; and (2) outdoor District events that do not require entry into a District building. A calendar designating such non-use days will be published each fiscal year by CSC.

Community use of District athletic fields will not be scheduled during the period each year from November 1 through March 15, unless approved by District Athletics and Facilities Departments.

Community use of facilities cannot include overnight use.

District facilities cannot be scheduled for personal or family use (including but not limited to parties, memorials, reunions, weddings, funerals and receptions) by District or community users.

District facilities cannot be used for activities or events by District or community users that: (1) advocate social or political change by violence; (2) advocate or advance any doctrine or theory subversive to the Constitutions of the United States or of Colorado; (3) organize or convene an organization for subversive purposes; or (4) assist in raising funds for any of the foregoing purposes.

Fees

Fees will be charged for the use of District facilities in accordance with the following schedule, excepting fees that may be negotiated with other governmental entities and specified in intergovernmental agreements. The fees below apply to all community use. In addition to any fees charged, community users will also be charged for: (1) all damage, destruction or loss of District property that occurs in connection with the facility use; (2) use of District equipment and employees as provided under this policy; (3) custodian services as provided under this policy; and (4) snow removal as authorized under this policy.

Tier 1- Facility Use Fees Charged at 50% of Full Rate

Meetings and approved activities such as athletics, recreational, artistic, musical, service, social, and civic, that are exclusively for Pre-K-12 grade children.

Tier 2- Facility Use Fees Charged at Full Rate

Meetings and approved activities such as athletics, recreational, artistic, musical, service, social, and civic, not exclusively for Pre-K-12 grade children.

Appeals

Prospective community users whose applications are denied and community users whose facility use permits or contracts are revoked may file a written appeal of the decision. Those who wish to appeal a decision can contact CSC for the email addresses of the appropriate person to contact for an appeal. Prospective community users and community users who are not satisfied with the decision may appeal that decision to the superintendent, whose decision will be final.

Adopted by Board: April 1972

Revised by Board: December 1974

Revised by Board: September 1975

Revised by Board: August 1980

Revised by Board: May 1982

Revised by Board: May 1988

Revised by Board: February 1994

Revised by Board to conform with practice: May 22, 1995

Revised by Board: March 25, 1996

Revised by Board: September 9, 1996

Revised by Board: June 23, 1997

Revised by Board: February 11, 2002

Revised by Superintendent: May 18, 2009, effective July 1, 2009

Revised by Superintendent: May 2, 2011, effective July 1, 2011

Revised by Superintendent: May 2, 2012, effective July 1, 2012

Revised by Superintendent: December 15, 2014, effective July 1, 2015

Revised by Superintendent: July 21, 2026

Cross References:

AC – Nondiscrimination/Equal Opportunity

ADC - Tobacco-Free and Marijuana-Free District

EDC - Authorized Use of School-Owned Materials and Equipment

IGDA - Secondary School Student Organizations

Legal References:

C.R.S. 22-32-110(1)(f)