



**Boulder Valley School District**

**File: KG-R**

**Adopted: July 1, 1997**

**Revised: June 26, 2001; May 18, 2005, September 28, 2005**

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## **COMMUNITY USE OF SCHOOL FACILITIES**

### **INTRODUCTION**

It is the policy of the Board of Education to make school facilities available to the community when not in use for school programs or activities. These administrative regulations and procedures for providing community use are intended to promote safe, lawful, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of the facilities and the need to be financially responsible for the costs associated with such use.

These regulations and procedures shall govern the use of school facilities for purposes not directly related to the School District's implementation of its educational programs and shall apply to all buildings and grounds owned and/or operated by the District.

### **RESPONSIBILITY**

The building principals will be responsible for the administration of this policy and regulation as it relates to the specific building and for implementation of the Board's policy to encourage community use of school facilities.

The Community School Program will facilitate the administration of this policy and regulation in collaboration with building principals, and will provide technical assistance when appropriate, including the responsibility to negotiate facility use permits with community users.

### **SCHEDULING**

All schools are required to maintain a daily current master schedule of activities on the computerized scheduling program. After all school activities have been scheduled, space will be available outside the regular school day to the community with attention to broad and equitable use of facilities. The regular school day is generally one-half hour before classes commence in the morning to one-half hour after all classes have ended in the afternoon. The Community School Program will have the responsibility and authority for facility scheduling, subject to final approval by the building principal. Alternate locations will be offered when feasible if a particular building cannot accommodate all requests. All use is subject to the availability of Boulder Valley School District custodial and/or monitoring staff. The Community School Program will inform each school about all facility use permits issued.

## FIELD USE

Fields may be made available to rent for limited and approved community use. This use is subject to cancellation or adjustment, due to weather, field conditions, maintenance, or other circumstances deemed necessary and in the best interests of the District.

## APPLICATION FOR USE

The Community School Program will be responsible for the facility use permit process. If a request for use is approved, the activity will be added to the building master calendar and a Facility Use Permit will be completed and distributed as follows: (One copy each)

- Building principal
- Building head custodian
- Applicant
- Community School Program
- School District security office

## CANCELLATION, REVOCATION, AND MODIFICATION

The Community School Program will notify the appropriate building staff person if the scheduled facility use is canceled or adjusted. Building use can be denied or a Facility Use Permit may be revoked for: repeated or material violation of the regulations or Permit, repeated short notification of cancellations, failure to pay rental fees, inappropriate behavior, and other good cause as determined by the Community School Program. Building staff will notify all involved parties of the cancellation or change of the permit.

The Community School Program reserves the right to cancel building Facility Use Permits should the space be needed for school or school-related activities. This action will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer alternative space.

Notwithstanding the above, the School District may cancel or revoke a permit at any time when, in the judgment of the building principal or Community School Program, it is in the best interests of the School District to do so. When this occurs, appropriate financial adjustments will be made.

## CANCELLATION/CHANGE FEES

When a user requests to cancel or modify a signed permit, the following fees will be assessed:

1. rental fees of less than \$25.00 - no refund;

2. rental fees of less than \$100.00 - \$25.00 cancellation/change fee;
3. rental fees of \$100.00 or more - cancellation/change fee of 25 percent of fee charged.

#### AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

Areas are rented as furnished. School equipment is usually not loaned or leased to community groups. If a request for use of school equipment is approved by the building principal, additional fees will be charged. Examples of equipment for which extra fees may be charged are:

- Stage scenery and flats
- Projectors and stage lighting equipment, sound systems
- Music stands and pianos
- Gym equipment: e.g., score boards, mats

Stage lighting equipment and projectors must be operated by school (or school-approved) personnel. School operators shall be paid by the School District, and reimbursed by the user, at a rate or at a flat fee established by the building principal.

#### GENERAL REGULATIONS

1. Permit. A written permit shall be required for use of a school building or grounds by any group that is not a part of the regular public school program. Such permits may be granted for a single use, or a limited, recurring use, not to exceed one year.
2. Suspension. Permits shall be issued upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who is responsible and competent to supervise the proposed program or activity. The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility. If necessary, in the judgment of the Community School Program, a monitor may be hired to supervise the group with the cost incurred by the user. If required by school officials, guards or uniformed police must also be provided at the expense of the user.
3. Processing. Should it be difficult to define or process a request for the use of school facilities within the scope of this regulation, the Community School Program Director will evaluate the situation and will consult the appropriate central administrator if necessary before issuing or refusing to issue a Facility Use Permit.
4. Interpretations. All permits will be reviewed by the Community School Program Director or designee prior to signing by the user for the purpose of determining uniformity with interpretation and application of fees and policy.
5. No Assignment. No permit shall be transferred or assigned to any person or group without written authorization from the Community School Program.

6. Safety. All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including without limitation:

- a. Auditorium exit lights must be used.
- b. Open flame (including candles) is prohibited.
- c. Room capacity is not to be exceeded.
- d. Use of tobacco products is prohibited in all areas of the building and grounds.
- e. Temporary electrical or mechanical modifications are prohibited.
- f. Flammable holiday or other decorations are prohibited.
- g. Stairways, corridors, and entrances/exits must be kept free of obstruction at all times.
- h. No equipment, scenery, or decorations of any type shall be used within the building or on the premises except as specifically provided in the permit. Such equipment, scenery, or decorations shall be of a slow burning nature 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).
- i. No possession or use of weapons or participation in any other dangerous activities except as specifically provided in the permit, covered by a Certificate of Insurance and with proper waivers approved by the District.

7. Alcohol and Drugs. Use or possession of alcoholic beverages and illegal drugs is prohibited in buildings and on grounds. Failure to comply will be dealt with by local law enforcement agencies.

8. Illegal Activities. All disruptive or illegal activity in buildings and on grounds is prohibited and may result in revocation of the Facility Use Permit.

9. No Gambling. Gambling is prohibited on any school property.

10. Indemnification. The holder of a permit shall be responsible to the Board of Education of the Boulder Valley School District for any and all damages and losses whatsoever to the building and/or the contents, and shall indemnify and save harmless the Board and its employees from any claim whatsoever resulting from or arising out of the use of the school facilities named in the permit or any part of the facilities covered in the permit.

11. Personal Property. The Board of Education shall not be held responsible for any damage or loss that may occur to nonschool property brought on the premises. Such property (as well as rubbish) must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.

12. Insurance. School District insurance coverage does not extend to the conduct of community or other groups utilizing school facilities. The District may require a certificate of insurance from the user, naming the District as an additional insured, covering injury to persons or damage to property.

13. Locations. All permits will be issued for specific rooms or fields. It shall be the responsibility of the permit holder to restrict the activities of the group to that specific area except for necessary hallways and restrooms. Noncompliance could result in revocation of the permit.

14. Times. Facility use times will be specified in the permit. All groups are expected to vacate the premises by the time specified in the permit. An additional hour rental may be charged for early arrival or late exit. All Facility Use Permits will terminate by 10:00 p.m. Exceptions to this may be approved by the building principal.

15. Days. Facilities may be rented Mondays through Fridays 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 where applicable.

16. Equipment Storage. Users may make arrangements with the building principal to temporarily store regularly used equipment, if space is available, and may be charged on a monthly basis. The School District assumes no liability for damage or theft of such equipment.

17. Promotional Materials. The posting or distribution of advertising and promotional materials of building users are subject to Board policy.

#### GUIDELINES FOR DENIAL OF USE

The School District reserves the right to deny a permit if, in the judgment of the Community School Program:

1. No appropriate District employees are available to be on the premises during the intended use.

2. Insufficient time is available between the request and the intended use.

3. The proposed activities would:

    Jeopardize the equipment and/or facilities of the building.

    Conflict with school activities.

    Be incompatible with the school neighborhood.

    Violate any District policy or local, state, or federal law.

4. The user's past history of rental has been negative.

5. The program and/or activities are not age appropriate for students who would ordinarily attend that school.

6. It is in the best interest of the School District to deny the use.

#### GUIDELINES FOR APPEAL

The applicant may file a written appeal to the appropriate central administrator if a Facility Use Permit has been denied, cancelled, or revoked by the Community School Program. Further appeal, if necessary, may be made to the Superintendent and then to the Board of Education.

#### GUIDELINES FOR RELIGIOUS USE

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

#### NONDISCRIMINATION

All users shall comply with federal, state, and local laws and regulations applicable to their activities, including those related to discrimination.

#### USE CATEGORIES

##### Category 1:

No use fee will be charged at any time to the following:

1. Users who are considered to be a part of the regular school curriculum or curriculum-related groups.
2. Users who are participants in school-sponsored student activities, such as athletic and music groups, curriculum-related student clubs, plays, student council activities, or social events.
3. School-affiliated users such as parent-teacher organizations, school-related parent and community groups, or recognized employee associations of the Boulder Valley School District.
4. Governmental elections.
5. Precinct caucuses.
6. Forums for candidates for the Board of Education, where such forums are open to the public without charge, and all candidates are invited to participate.

Category 1 users may be charged for any personnel overtime when applicable.

Category 1 status shall not be extended to any group other than these stated.

All Category 1 activities must be recorded on the computerized master school calendar.

Category 2:

A fee for facility use during the week will be charged to volunteer-led nonprofit community groups that charge a nominal fee and engage youth in organized community service activities for the benefit of the School District. Examples of such groups include the Boy Scouts, Girl Scouts, and 4H Clubs. The yearly fee will cover only small weekly meetings. When multiple small groups convene for functions, these functions will be charged the Category 3 youth rate fees. Recreational activities are not considered service activities. For purposes of this regulation, youth are to be defined as students attending grade 12 or below.

A nonrefundable permit fee will be assessed for each Facility Use Permit. In addition to use fees, fees for custodial, monitor, and cafeteria personnel will apply if such are required.

Category 3:

A fee will be charged to youth community groups using facilities not otherwise covered by Categories 1 and 2. When multiple small groups (qualified for the Category 2 status) convene for functions, these will be charged at the Category 3 youth rate fees.

A nonrefundable permit fee will be assessed for each Facility Use Permit. In addition to use fees, fees for custodial, monitor, and cafeteria personnel will apply if such are required.

Category 4:

A fee will be charged to adult community groups using facilities not otherwise covered by Category 1.

A nonrefundable permit fee will be assessed for each Facility Use Permit. In addition to use fees, fees for custodial, monitor, and cafeteria personnel overtime will apply if such are required.

Category 5:

Commercial users (youth and adult) may rent school facilities when their use is compatible with school activities.

A nonrefundable permit fee will be assessed for each Facility Use Permit. In addition to use fees, fees for custodial, monitor, and cafeteria personnel overtime will apply if such are required.

## FEES

### 1. Custodial/Monitor

Any organization or individual, regardless of classification, will be required to pay the cost of custodial/monitoring services if its use of the facility would result in direct costs to the School District.

### 2. Cafeteria

A school cafeteria manager or other designated cafeteria employee(s) must be present for general supervision of the cafeteria kitchen, and all persons working in the kitchen (preparing food and/or handling kitchen equipment) must meet the requirements of the County of Boulder and the State of Colorado for school food handlers. The user will be charged in accordance with the fee schedule for all cafeteria personnel.

### 3. Payment of Fees

All users will be expected to pay rental fees in advance unless prior arrangements have been made with the Community School Program. Failure to pay as per agreement may result in denial of access to the facility and future requests being denied.

Checks will be made out to Boulder Valley School District, with permit number clearly indicated on the check, and submitted with the signed Facility Use Permit to the Community School Program. The Community School Program is responsible for depositing all fees and forwarding the appropriate information to the respective departments.

### 4. Fee Revision

Fees are listed in Exhibit E-1 and are designed to reflect the guidelines of this regulation. These fees are subject to review and revision by the Superintendent.

**End of File: KG-R**