

Community Use of School Facilities

These regulations and procedures shall govern the use of St. Vrain Valley School District property for purposes not directly related to the District's implementation of its educational and administrative programs and shall apply to all facilities, grounds, and equipment owned and/or operated by the District.

A. Administration Responsibility

The Facility Use Office shall be responsible for the administration of these regulations and procedures and the associated Board of Education facility use policies.

B. Procedure

1. Use of District facilities by community groups is not permitted during regular school hours or when extracurricular activities occur.
2. All requests for use of District facilities will be made to the Facility Use Office at least 10 calendar days prior to the requested use. A contract must be signed by a representative authorized to conduct business on behalf of the sponsoring organization or individual who is at least 21 years old. This representative will be considered the legal agent of the group and as such will be responsible for compliance with all conditions for facility use and for all damage to the facility.
3. By signing the Contract for Community Use of District Facilities and Grounds, the applicant agrees:
 - a. to indemnify, hold harmless, and release the St. Vrain Valley School District RE-1J and its personnel from any damages, loss of property within the premises, and/or liability for the injury or death of any person arising from the utilization of the premises approved for use in the contract.
 - b. to be legally responsible for the conduct and control of both patrons and participants
 - c. to use the school facilities according to Board Policy and these administrative regulations
 - d. to be financially responsible for the repair or replacement, at the discretion of the District, of damaged facilities and/or equipment resulting from approved use
4. The contract will not be approved unless the applicant meets the District's insurance requirements in effect at the time of the request. A certificate of insurance showing the District as an additional insured may be required.
5. Users must have a Contract for Community Use of District Facilities and Grounds signed and approved by the Facility Use Office prior to using a facility. If any user begins using a facility before a contract is signed and approved, use of the facility will be denied.

6. A copy of the contract will serve as identification at the time of use. If the contract is for more than one date or time, the user shall be prepared to present a copy of the approved contract to the school administrator or designee at each scheduled time. If for any reason a question arises concerning facility use, the school administrator or designee will deny use of the facility unless the approved contract is presented.
7. When a contract is approved, an invoice for costs associated with the use will be sent to the applicant. Payment in full is due upon receipt of the invoice. In certain circumstances when approved by the Facility Use Office, installments may be made. Checks or money orders should be made payable to "SVVSD" and forwarded to the Facility Use Office. In certain circumstances, the invoice will be generated after the event and sent to the applicant.

C. Cancellation of Facility Use

1. All facility users must notify the Facility Use Office in the event a cancellation is necessary. If a user gives less than two working days' notice of a cancellation, direct costs may be charged.
2. Approved contracts for use of District fields may be canceled by the District at any time if it is determined that extreme wear or field deterioration is occurring at a site. Growing conditions and seasonal considerations may also result in cancellation of contracts.
3. An approved contract will be canceled by the Facility Use Office if the required certificate of insurance has expired prior to the final date on the contract and an updated certificate is not provided. The District shall not be responsible for any losses sustained by the applicant and/or sponsoring organization resulting from such cancellation.
4. Approved contracts may be canceled and future requests denied for:
 - a. Repeated or material violation of the policy, regulations, or terms and conditions of the contract
 - b. Repeated short notification of cancellations
 - c. Failure to pay fees within the current fiscal year
 - d. Use of inappropriate behavior or language
 - e. Damage to District property
5. Facility use canceled because of inclement weather or an emergency closing of schools may be rescheduled at no additional cost. School functions may cause a change or cancellation of a contract or portion thereof. The school will give as much notice as possible for a change or cancellation. If it is not possible to schedule a replacement date, fees paid will be refunded or credited towards future use by the same group.

D. Rules

The following rules will apply to all community use of District facilities and grounds:

1. Activities must be confined to the facilities listed on the approved contract. Clean up of paper, cans and other materials brought to the site shall be the responsibility of the user. Excessive trash generated by a group and left at the site may result in the assessment of trash removal and custodial overtime fees.
2. Furniture and other equipment may not be removed from the facility or transferred to other locations within the facility
3. Only persons or groups indicated on the approved contract will be permitted to use the facilities during the time specified on the contract. Third party transfers of any approved contract are not permitted.
4. District policy prohibits the following on school district property:
 - a. the use, possession, distribution or sale of alcohol or other illegal contraband, as defined by Policy JICH.
 - b. the unlawful possession of a dangerous or deadly weapon, as defined by Policy JICI.
 - c. the use of tobacco products, as defined by Policy JICG.
 - d. the use of open flame (including candles) or fireworks.
5. The use of kitchen facilities requires that a District Food Services employee be present during use. The applicant will be billed separately by Food Services.
6. Stage lights or stage production equipment will be operated and supervised by qualified District personnel as determined by the Facility Use Office. Additional fees will apply.
7. Community use of computer labs, weight rooms, high school athletic fields, and specialized classrooms or buildings is not permitted.
8. When an indoor District facility is being used, an authorized District employee who is not affiliated with the group must be present during the approved times specified on the contract. Exceptions may be made only when approved by the Facility Use Office and the school administrator. Organizations using District facilities may not negotiate directly with or pay any District employee for services rendered. If a District employee is not available, the use will be canceled.
9. Keys to District facilities will not be issued or loaned to individuals other than District employees unless approved by the Facility Use Office and the school administrator.
10. All indoor facilities will be vacated by 9:00 pm on school days unless prior arrangements have been made through the Facility Use Office.

11. Contract requests will not be acted on more than three months in advance of the requested use date except where scheduled publication requires a longer lead time and facility availability can be confirmed.
12. Overnight community use of facilities is not permitted. Exceptions may be made by the Facility Use Office for outdoor community fundraisers that exceed 24 hours in duration.

E. Priority of Use

Community facility use shall not conflict with the District's educational and extra-curricular programs, and shall be scheduled according to the following priorities:

1. Category I Activities
2. Organizations With A Current Joint Use Agreement With the District
3. Youth Activities
4. Adult Non-Profit Activities
5. Category III Activities

F. Categories of Use

Category I: District Sponsored and Supported Use, Certain Government Activities, Police/Fire Department Training

1. District sponsored activities and events, including Community Schools
2. District recognized Parent Organizations engaging in educational (co-curricular) activities (see Policy KBE)
3. Government elections
4. Precinct caucuses
5. Police/Fire department training

Category II: Adult Recreation/Community Service Groups (Adult Activities)

1. Adult recreation groups that practice, play sports games or participate in recreational activities. Examples include square dance clubs, sports teams, leagues and associations, hobby clubs, and music groups.
2. Non profit adult education programs that charge minimal fees to cover direct costs, but no profit is made.

Category III: Commercial and Private for Profit Events (as defined below), Fundraising by Non-Profit Organizations and Religious Adult Activities

1. Commercial and private profit making activities for educational purposes when sponsored by or held in cooperation with a school.

2. Corporate or private group events such as music and dance recitals, performances, graduations ceremonies, and holiday or themed programs.
3. Non-profit organizations who use District facilities for fundraising purposes.
4. Religious organizations approved to use facilities for single events, ongoing weekly services, and special events. The maximum contract term may not exceed one year. Approval for ongoing use is contingent upon availability of District custodial personnel.

Category IV: District recognized Parent Organizations engaging in extra-curricular activities, Youth Recreational and Service Groups, Homeowners Associations, and Adult Community Groups Not Engaging In Fundraising

1. District recognized Parent Organizations engaging in extra-curricular activities.
2. Youth sports organizations, associations, leagues, including practices, games, and league related meetings.
3. Youth community clubs or organizations such as Scouts, 4-H, Campfire, and religious clubs.
4. Homeowner's associations and adult community groups who do not charge a fee to participants for an approved event.-

G. Fees

Category I

Events and activities are not subject to scheduling, registration, or rental fees. Direct costs, supervision and/or custodial cleanup costs may be billed if incurred.

Category II and III

Events are subject to scheduling, facility rental fees, special equipment rental fees, direct costs and supervision and/or custodial cleanup costs if incurred.

Category IV

Events are subject to scheduling, registration, special equipment rental fees, direct costs, and supervision and/or custodial cleanup costs if incurred. The registration fee for sports seasons lasting longer than 12 weeks will be pro-rated. Youth groups with more than 15% of their participants not living in the St. Vrain Valley School District boundaries will be charged an additional per hour or per participant fee.

H. Informational Table Rental

Any individual or organized group which otherwise would be allowed to use school facilities pursuant to these regulations may staff informational tables at school-wide events. Informational tables may be set up and staffed after school hours, and when

the school administrator has determined that such table will not interfere with the planned event.

Informational tables may be set up and staffed at outside athletic events. Users must have an approved contract from the Facility Use Office, and must provide their own tables.

Distribution of campaign or political materials is not permitted without an approved contract for table rental.

I. Advertisements

Sign or banner advertising or promoting of any non-District user group with an approved Contract for Community Use of School Facilities and Grounds is only permitted on District property during the group's contracted event, and must be removed following the conclusion of the event. If the event is ongoing, over more than one day, said signs or banners must be removed daily at the conclusion of the event. This includes signs and banners on fences, buildings, fields, and in parking lots. Approval for signs or banners is required in advance from the District's Director of Public Information. The process for approval of sign and banner advertising is defined in Board Policy KHC and Regulation KHC-R.

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St. Vrain Valley School District RE-1J, Longmont, Colorado