

## Community Use of Facilities

<b>KF-R</b>	<b>Proposed</b>
<p data-bbox="81 254 378 285"><b>I. INTRODUCTION</b></p> <p data-bbox="81 331 553 363">The Board of Education recognizes:</p> <ol data-bbox="81 409 797 1304" style="list-style-type: none"><li data-bbox="81 409 797 485">1. That school district facilities belong to the school community;</li><li data-bbox="81 527 797 602">2. That the primary purpose of such district facilities is to implement the regular instruction program;</li><li data-bbox="81 644 797 720">3. That school district facilities may be made available to the community when not in use for school activities;</li><li data-bbox="81 762 797 909">4. That any financial commitment of the district arising out of community use of school facilities is subject to appropriation by the Board of Education; and</li><li data-bbox="81 951 797 1068">5. That the school district has a legitimate interest in charging fees to require facility users to bear costs associated with facility use.</li><li data-bbox="81 1110 797 1304">6. School District procedures for Community Use of Facilities should promote safe, lawful and fair use and enjoyment of district facilities consistent with the need to establish priorities that recognize the educational purpose of these facilities.</li></ol> <p data-bbox="81 1346 797 1656">These procedures shall govern use of school facilities for purposes not directly related to the school district's implementation of its educational programs and apply to all buildings and grounds owned and/or operated by the district. The office of Community Use of Facilities will administer these procedures under the management oversight of the Chief Operating Officer of the district.</p> <p data-bbox="81 1698 797 1774"><b>II. GENERAL TERMS AND CONDITIONS OF SCHOOL FACILITY USE</b></p> <p data-bbox="81 1816 797 1892">All uses of school district facilities shall be subject to the following terms and conditions:</p> <ol data-bbox="81 1934 797 1969" style="list-style-type: none"><li data-bbox="81 1934 797 1969">1. All uses must be approved in accordance with this</li></ol>	<p data-bbox="812 254 1117 285"><b>I. INTRODUCTION</b></p> <p data-bbox="812 331 1284 363">The Board of Education recognizes:</p> <ol data-bbox="812 409 1528 1341" style="list-style-type: none"><li data-bbox="812 409 1528 485">1. That the District facilities belong to the school community;</li><li data-bbox="812 527 1528 602">2. That the primary purpose of the District facilities is to implement the regular instruction program;</li><li data-bbox="812 644 1528 720">3. That school district facilities may be made available to the community when not in use for school activities;</li><li data-bbox="812 762 1528 879">4. That any financial commitment of the District arising out of community use of school facilities is subject to appropriation by the Board of Education.</li><li data-bbox="812 921 1528 1052">5. That there are costs involved in the use of facilities and that charges should be assessed so that tax money will not be used in support of non-instructional program activities;</li><li data-bbox="812 1094 1528 1341">6. That the procedures for Community Use of Facilities are intended to promote effective, consistent, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of these facilities. These procedures apply to all buildings and fields owned and/or operated by the District.</li></ol> <p data-bbox="812 1656 1544 1732"><b>II. GENERAL TERMS AND CONDITIONS OF SCHOOL FACILITY USE</b></p> <p data-bbox="812 1803 1544 1942">Denver Public Schools shall make its buildings and facilities available to the community for the use of responsible organizations or groups of citizens when school is not in session.</p>

policy and any procedures, rules and regulations established pursuant to this policy.

2. In all cases the school district shall have the right to cancel a use, with or without notice, for any reason, in its sole discretion. Rules and regulations regarding facility use, whether set forth in this policy or adopted administratively, shall serve only to provide notice of restrictions and prohibited conduct; they shall not in any way limit or restrict the school district's right to cancel a specific use.

In approving a use, the school district shall make no express or implied warranty that the use is permitted by zoning or other laws or is practicable for a given facility. Users assume full responsibility for determining that their intended activities can be undertaken at the facilities requested by them.

3. The school district assumes no responsibility for the acts or omissions of persons other than its employees acting within the scope of their employment, and shall not be liable for damage to or theft of personal property brought onto school district premises by those who use school facilities.

4. All uses of school district facilities shall be consistent with the role of the school district in the community as an institution serving the educational needs and well-being of the children of Denver.

5. Neither the school district nor any person, group or organization using school district facilities shall discriminate in the administration of this policy or the use of any facility based on race, sex, natural origin, religion, sexual orientation or disability.

6. All users shall be responsible for any damage to school property and injury to any person resulting from their use of school facilities.

7. The school district reserves the right in its discretion, to determine the safety and security measures, if any, to be taken in connection with any use. All users shall be deemed to have agreed to implement and comply with such measures and to comply with all requirements of this policy and any district rules and regulations adopted pursuant to this

Such permission and use shall not constitute an endorsement by the school district of any organization or group nor of the program, philosophies, goals or beliefs of any such organizations or groups or the expression of opinion regarding the nomination, retention, election or defeat of any candidate nor the expression of any opinion as to the passage or defeat of any issue.

Users shall adhere to all school district regulations pertaining to the use of school facilities.

The Board of Education reserves the right to refuse approval or to cancel any permits issued for the use of a school building or its facilities when it is deemed that such action is necessary for the best interests of the school.

“Expansion of the role of schools in the life of the community. .” This goal requires intensive coordination of community use to ensure that the academic needs of the individual schools are met while still providing opportunities for the community to use available District facilities.

For the safety of children enrolled in non-district activities, whether educational or non-educational, background checks for all instructors must be provided to the district before a permit can be issued. This includes day camps, athletic camps and instructional classes.

### **III. COMMUNITY USE CATEGORIES**

policy.

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Categories for determining fees for the use of facilities shall be as follows:

Category A: Use By School Organizations. This category includes uses by groups that are educational or recreational in nature, which directly benefit school children and which are sponsored by a school or the school district. To be sponsored by a school or the school district an activity, event, or program must be supervised at all times by a designated district employee or volunteer. District designees must be performing within the course and scope of their duties and clearly defined as part of their current job description. Such uses include activities ordinarily undertaken by:

- PTSA or local parent-school organizations (for adult activities)
- School-sponsored pupil organizations
- School clubs
- School activities
- District sponsored childcare programs
- DPS community education programs
- School advisory or governance groups such as Collaborative Decision Making (CDM) and School Improvement and Accountability Council (SIAC) groups.

Category B: Use By Non-school Organizations for Community Purpose: This category includes uses the primary function of which is the promotion of health, safety, education, or welfare of the community in general. Such uses include activities typically undertaken by:

- Community service groups
- Denver City Parks and Recreation Department

The following facility user categories are identified for the purpose of determining rental rates, which are listed in the Appendix.

For all categories appropriate costs will be charged. These costs may include: any rental, labor, and incremental costs incurred by the District.

#### Category A

*Denver Public Schools Organizations* – Free Rental, No Application Fee, Labor Charges as Appropriate

- PTA/PTSA or other local parent-school organizations.
- DPS school-sponsored pupil organizations.
- DPS after-school programming
- DPS school employee groups.
- DPS school clubs.
- DPS school activities.
- District-sponsored childcare programs.
- DPS-sponsored community education programs.
- School advisory or governance groups (SIAC, CSC, etc.)

*Non-school Organizations* – Free Rental, Refundable Deposit, No Application Fee, Labor Charges as Appropriate

- Non-partisan community service organizations, including but not limited to:
  - Youth development/youth-serving groups.
  - Private not-for-profit childcare programs.
  - District/individual school partnerships.
  - Youth recreation groups.
  - Denver city parks and recreation.
  - Civic and neighborhood improvement associations.
  - Emergency preparedness/response groups.

Category B – Community Not-for-Profit Rental (Rental Fee, Application Fee, Labor Charges as Appropriate)

- Religious organizations/activities.
- Adult recreational groups (exc. Parks and Rec.).
- Political groups, including caucuses.
- Social organizations.
- Support groups.

- Civil Air Patrol
- Civic and Neighborhood Improvement Associations
- Scouting groups
- Urban Renewal Authority
- Civil Defense
- Federal, state or local government agencies
- Red Cross
- Political caucus groups
- Community-based organizations
- District employee groups

**Category C: School District Supported Uses**

This category includes activities, events, or programs held on site at a school to benefit the students of that school, or which are undertaken at the request of a school or the school district, provided that the user does not charge participation fees in excess of those reasonably necessary to cover the cost of the program.

**Category D: Use for Non-Profit Purposes:**

This category includes uses related to the specific interests of a nonprofit community groups or organizations, such as:

- Religious groups (for regular church services)
- Recreational groups (other than Denver City Parks & Recreation)
- Political Groups
- Social Organizations
- Support Groups
- Private not-for-profit child care programs

**Category E: Non-District Educational Use:**

This category includes uses for classes or training

- Colleges.
- Universities.
- Private schools.
- Charter schools.

Category C – Commercial/Private Rate - (Rental Fee, Application Fee, Labor Charges as Appropriate)

- Any uses that result in organizational profit.
- Any use that is exclusively private/personal (e.g., weddings).

**IV. APPLICATION FOR COMMUNITY USE**

Applications for use of Facilities, Fields or All City Athletic Complexes by non-school organizations for community or commercial groups or agencies must be obtained from the Office of Community Use of Facilities during normal business hours (6:00 a.m. to 3:00 p.m., Monday through Friday) at:

Service Building  
Office of Community Use  
Denver Public Schools  
2800 W. 7<sup>th</sup> Avenue  
Denver, CO 80204

Telephone numbers: (720) 423-4200 or 4201

DPS-sponsored school organizations must submit an e-mail request to the Office of Community Use.

The Office of Community Use of Facilities will coordinate scheduling and processing of payment responsibilities for all labor costs and insurance requirements for the use of all facilities to include kitchens/lunchrooms. Menu planning and staffing must be coordinated directly with the Food Services Department. The presence of kitchen personnel is mandatory when the kitchen is in use.

Application forms provided for Community Use of Facilities should be submitted at least two (2) weeks in advance of the date for requested use. Completed applications will be time/date stamped when received in the Office of Community Use.

Priority for facility use will be given to: I. DPS Schools and school sponsored organizations, II. DPS Community School Programs, III. Denver Parks & Recreation Programs, in the above order.

All other use of facilities will be processed on

programs by educational institutions, including universities and private schools.

Category F: Profit-Making or Fundraising Uses: This category includes use of school facilities by any group or organization reasonably designed to generate direct or indirect financial gain regardless of whether the primary purpose of the use is to generate such gain.

Category G: DPS Partnership Uses:

This category includes uses which by agreement with the school district result in reinvestment of net proceeds from the use to provide programs, events, or activities to economically disadvantaged students **free of charge**.

Category H: Prohibited Uses:

This category includes all uses which 1) are unlawful; 2) pose an unacceptable risk of damage to facilities, disruption of the educational programs or harm to the welfare of students, staff or the public; 3) are otherwise barred by school district rules or regulations; or 4) are otherwise inconsistent with the legitimate interests of the school district.

#### **IV. USER FEES**

A school district administration shall develop fees for community use of school facilities, to be submitted to the board of education for its approval, based on the following criteria:

1. An application fee shall be charged for all applications for non-school district uses, provided that Category B users who regularly use school facilities may be permitted to pay a single, annual application fee.
2. Category A users shall not be charged a fee for the use of school district facilities.
3. Category B users may be charged a fee to cover incremental labor and energy costs associated with

a first come, first served basis determined by the time and date the completed application was received in the Office of Community Use of Facilities.

Single permits may be entered into for a series of meetings of a particular group. However, a permit will not be issued during one school year for use during a future school year.

#### **Field Use Permits**

Field Use permit applications for athletic/recreational use will be due as follows:

Beginning of February - applications due for spring field permits.

#### **Noise Ordinance**

The DPS All City Sports Complexes are mainly utilized by the Athletic Department and the community at-large. All City Athletic Complex South has a noise ordinance which is strictly enforced. The public address systems at any All City Sports Complex may not be activated before 9:00 AM on weekdays and Saturdays or 12:00 PM on Sundays all sound equipment must be turned off by 5:00 PM. Events must end by 9:00 PM on any given night with the exception of High School Athletic Games. Music is not allowed unless otherwise authorized by the District. - The amplification levels of the public address system may not exceed city code levels (85 decibels). Citations will be issued by the City & County of Denver when codes are violated. Should security personnel be required to enforce any regulations of the permit, security cost will be billed to the permit holder. All applicants using DPS fields must sign the rules for use before the permit will be issued.

#### **Application Fee**

A \$25.00 non-refundable application fee in the form of a check or money order, made payable to Denver Public Schools, will be required from **Category B and Category C applicants** at the time the application is filed. If the community use application is not approved, or canceled by the District, the deposit shall be returned to the applicant within two weeks of the disapproval. Any changes to an application will result in a \$25.00 fee.

#### **Verification of Space Availability**

Upon receipt of the community use application and application fee, the Office of Community Use of Facilities will contact the school office and facility

their use of school district facilities.

4. Category C users shall be charged incremental labor and energy costs unless the principal of a school agrees to absorb such costs in the school budget or the school district agrees to bear such costs.

5. Category D, E, and F user fees shall be based on incremental labor and energy costs plus hourly fees determined according to the type of facility used and the category of use.

6. In addition to the foregoing, the Chief Operating Officer may negotiate fees with Category F users if it is determined that the school district's standard fees are significantly less than the commercial value of the use of its facilities given the nature of the commercial or profit-making activity to be undertaken by the user.

7. Fees for Partnership Uses (Category G) shall be subject to written agreement between the school district, through its Chief Operating Officer, and the user.

8. The school district may charge standard fees based on a presumed minimum number of hours used for any facility.

9. In addition to the foregoing, the school district may charge for security services, insurance, or any other services provided or costs incurred in connection with any given use.

10. Fees may be waived or reduced upon a user's agreement to provide goods or services to the school district. In kind exchanges of services for facility use must be agreed upon in advance with the school district. Any such agreement shall be based on a standard hourly "rate" for volunteer services or shall ascribe a value to a specific service project, such as playground installation, graffiti removal, or weed removal, to be applied to facility use fees.

## **V. INSURANCE/DAMAGE DEPOSITS**

All facility users other than Category A users (which are covered by the school district's own insurance) shall obtain general liability insurance with a policy

manager and advise them of the request and arrange for custodial services or other necessary personnel.

### **Approval Process**

The Office of Community Use of Facilities will determine the appropriate personnel required to be present at the facility for proper supervision and to protect the District property.

Appropriate personnel will be required to supervise the following areas:

Kitchen - At least one kitchen worker must be present.

Auditorium - High school stage requires the presence of the stage manager or designee. As many designees may be assigned by the stage manager as felt necessary for the activity. Attendance must not exceed the capacity of fixed seating in any District auditorium.

Pool - Requires the presence of the pool manager and/or certified lifeguard(s). The number of lifeguards needed will be determined by the number of participants.

The applicant, following review of the application, will be notified by the Office of Community Use of Facilities as to the approval or disapproval of the application.

### **Police Guards/ City Firemen/DPS Security**

Uniformed city police officers, firemen and/or security must be on duty at least 15 minutes before and 15 minutes after the activity if so directed by the Office of Community Use of Facilities. Any and all fees and charges are to be paid directly to the Denver Public Schools.

### **Payment of Fees**

If approved, the applicant shall make payment by check or money order to Denver Public Schools at the Office of Community Use of Facilities at least three (3) working days prior to the date of scheduled use. Failure to make payment within three (3) working days prior to the scheduled use will result in the permit being canceled. The application fee **will not be refunded.**

### **Permit**

Following timely receipt of payment, a facility use permit (with a raised seal) will be issued to the applicant by the Office of Community Use of Facilities.

### **Cancellation by the District**

limit of at least \$1,000,000, listing the school district as an additional insured. No permit for the use of any school facility shall be issued until a user:

(1) provides a certificate of insurance (which may be kept on file by the school district for a regular user of school facilities) meeting the foregoing requirements;

(2) purchase insurance for each specific use or uses through an insurance program available through the school district's Office of Community Use of Facilities; or

(3) present an insurance policy covering each specific use and meeting the foregoing insurance requirements.

In addition to insurance, the school district may require that any user provide a damage deposit or other appropriate security to protect the school district's interests for any given use.

## **VI. IMPLEMENTATION**

The school district's Chief Operating Officer and Office of Community Use of Facilities shall be responsible for implementing these procedures and are hereby authorized to develop such forms, rules and regulations as may be necessary within the following parameters:

1. The application process shall use forms consistent with the requirements of these procedures. Applications shall be received at the Office of Community Use in the school district's administration building during the school district's normal business hours. Intra school district requests for use of school facilities shall be made by intradepartmental memorandum.

2. The Office of Community Use shall be responsible for coordinating scheduling regarding school facilities. The principal or administrator in charge of each school facility shall submit a calendar setting forth anticipated facility use for school purposes by September 29 of each year. The Office of Community Use shall thereafter be informed in writing of any changes to such calendars during the school year.

The District reserves the right to cancel facility use applications should the space be needed for emergency school or school-related activities. This privilege will be used only when necessary as a result of unavoidable circumstances. If the District must cancel the use of a space due to a problem with an approved site, the Office of Community Use of Facilities will try to arrange an alternative site. When school facilities are closed due to an emergency, inclement weather, or any other event which is beyond the control of the District, community use activities will also be canceled.

### **Payment for Damages**

The district expects to provide safe and maintained facilities. The facilities should be inspected at the time of initial occupancy. The district expects to get the facilities back in the same condition. Any damage to the facility will be billed to the using group. Further use of any district facilities will be barred until such bills have been paid in full. The applicant will be billed for any damage resulting from improper or careless use of the facility, and shall make payment within 30 days of receipt of a bill.

### **Insurance**

Applicant will provide its own insurance, listing DPS as an additional insured for \$1,000,000. Otherwise, applicant will need DPS to provide insurance at an additional cost. Insurance must be attained & secured at the time of permit processing.

### **Zoning**

All applicants will be responsible for researching and attaining the appropriate permits from the City and County of Denver as required by law.

### **Denial of Request**

Individuals, groups or organizations which advance any doctrine or theory which is subversive to the Constitution or laws of the State of Colorado or the United States or which advocate social or political change by use of violence will be denied the use of District facilities.

Misuse or abuse of buildings, facilities, equipment or grounds may be cause for immediate and future denial.

If, in the opinion of the District, a proposed activity will cause excessive wear or require extensive custodial time, the request may be denied.

### **Unauthorized Use of Facilities**

3. The Office of Community Use shall assign priority to use of school facilities as follows, in descending order of priority:

a. school district activities directly related through the instructional program;

b. uses by schools and district-sponsored organizations;

c. Community School programs;

d. City and County of Denver parks and recreation programs;

e. all other uses shall be assigned on a first come, first serve basis, in accordance with the date and time a completed application meeting all of the requirements of this policy is received by the Office of Community Use of Facilities.

4. Upon receipt of an application, the Office of Community Use of Facilities shall promptly determine incremental and other costs associated with the proposed use, shall determine the appropriate fee in accordance with the requirements of this policy, and shall notify the applicant of fee requirements.

5. The following facilities shall not be available for community use other than for district approved programs: Administration building, Fox Street Facility, Department of Technology Services Building, Service Building, Yuma Street facility, 770 Grant Street, computer labs, technical and science labs, teacher offices, teacher workrooms, industrial arts areas, photography labs, warehouses, attic spaces, maintenance and custodial areas, boiler and mechanically equipment rooms, building crawl spaces, tunnels, and roofs.

6. State and local governments and their subordinate agencies may enter into written intergovernmental agreements with the school district to use school facilities. All such agreements shall be coordinated through the Chief Operating Officer and shall comply with the requirements of this policy.

. Groups whose use, in the judgment of the Board of Education or the designee, is inappropriate at a school location.

. i.e. Gambling, including games of chance  
. Activities which are disorderly and/or unlawful or which are restricted by reason of race, creed or color, or a class protected by law.

. Commercial carnivals, circuses, or similar traveling shows.

#### **Unavailability of Buildings**

The following District facilities are NOT available for community use other than DPS approved programs:

. All offices in the Administration Bldg., Department of Technology, Service Bldg., Yuma St.

. Teacher offices and workrooms

. Industrial Arts areas

. Photography labs

. Warehouses

. Attic Spaces

. Maintenance and custodial areas

. Boiler and mechanical equipment rooms

. Building crawl spaces, tunnels or roofs

In the event of inclement weather, an energy shortage, conservation program, major maintenance, and/or renovation, staff shortages, work stoppage/strike, or other events beyond the District's reasonable control, some or all buildings, grounds, and facilities may not be available for other than school activities. In such cases, a specific facility rental may be canceled at the sole discretion of the District.

Buildings/facilities may be unavailable at certain times or on certain dates such as school holidays, weekends, summer vacations or when they are scheduled for maintenance, remodeling, or custodial programs.

#### **Use of District Buildings by District Employees**

Individual employees of the District may not use school facilities without obtaining an appropriate permit. Employees of the District cannot use school facilities for programs which allow for personal profit i.e., private class offerings, art studios, catering, etc., without obtaining appropriate permits and insurances from the Office of Community Use.

#### **Intergovernmental Agreements**

State and local governments and quasi-government agencies, such as city parks and recreation depts. may enter into written intergovernmental agreements with the District to use school buildings,

facilities, and grounds.

### **Church and Religious Activities**

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

- . Church services and religious activities must be conducted at times when school is not in session.
- . Religious objects and symbols must be removed after each use.
- . Facilities may be used by church sponsored groups for non-religious activities such as, but not limited to, youth athletics and social gatherings.
- . Fees will be assessed according to the current applicable rates.

### **Nondiscrimination**

All users are subject to laws and regulations which prohibit discrimination based upon age, sex, national origin, race, color, religion, or handicap.

### **User Responsibility and District Indemnity**

- A. The permittee agrees to indemnify, defend and hold harmless School District No. 1 against any and all damages to property or injury to, or death of any persons, including property or employees of School District No. 1 from all claims, of or by anyone whomsoever, in any way resulting from or arising out of the operations in connection herewith including operations of and acts or omission of employees or agents of the permittee.
- B. The permittee shall be responsible for the conduct and control of all participants and spectators and shall see that all federal, state municipal and District regulations governing safety are followed. The applicant shall also be responsible for taking immediate steps to stop any activity that threatens damage to the facility or injury to any person attending the activity. The applicant must agree to be financially responsible to the District for any and all damages that occur to the building and property during the period of use.

Rules regarding use of school facilities shall include at least the following requirements:

- a) **Use of School Facilities.** Use of school facilities must in no way interfere with school activities, and shall be limited to the activity specified in the approved use permit. The

Office of Community Use reserves the right to cancel a permit at any time.

- b) **Transfer.** Use permits may not be transferred or assigned. The permittee agrees to notify the Office of Community Use if the permit is not to be used.
- c) **Restriction to Area.** Persons using facilities pursuant to this policy must confine themselves to the rooms or corridors assigned for their use. These areas must be cleaned and restored to their original condition.
- d) **Safety.** Open flames, including candles flames, are not permitted in the school buildings. A lessee may have in attendance no more persons than the seating capacity of the facilities rented. Fire regulations limit the seating capacity of the auditorium; therefore, additional seating space may not be gained by placing extra chairs in the aisles.
- e) **Adult Supervision.** Buildings may be used only when adult supervision provided by the user is present. In addition, a school district employee must be present in the building throughout each permitted use.
- f) **Gymnasium Use.** Lessors must furnish basketballs, volleyballs, volleyball nets, towels for showers, wrestling mats, or other gymnasium equipment. No gymnasium equipment shall be provided on a rental basis. Hardwood gymnasium floors are restricted to soft-sole footwear such as tennis shoes.
- g) **Equipment.** Arrangements for the use of equipment must be made with the Office of Community Use.
- h) **Storage.** No storage facilities will be provided, nor responsibility accepted by the district for any equipment or materials brought in by the applicant, unless specifically addressed in the application. If items are stored, the district is not responsible for the items.
- i) **Food Service.** Refreshments may be served only in approved areas. Use of kitchen facilities is prohibited unless specifically authorized pursuant to the application process.
- j) **Parking.** Includes free use of the parking lot to the extent spaces are available at the time of the rental. If not leasing the building parking lot space is available at the normal fee schedule. Playgrounds may not be used for parking unless authorized by the Community Use Department. The district will not be liable

for vandalism, stolen property, or personal injuries, nor will it remove snow other than in the normal course of its operations.

- k) **Drugs.** Use or possession of controlled substances within the meaning of state and federal law is strictly prohibited on any school property.
- l) **Alcohol.** Use or possession of alcohol is prohibited on any school property.
- m) **Smoking.** Smoking in district buildings and on district grounds is prohibited.
- n) **Religious Activities.** Church services and other religious activities shall be conducted at times when school is not in session. Religious objects and symbols are to be removed after each use.
- o) **Security.** Should security personnel be required to enforce any regulations of the permit, security costs will be billed to the permittee.

**The Office of Community Use of Facilities may rescind a permit, deny future permits, or impose conditions on future uses by an applicant for violations of school district rules and regulations related to facility use.**

7. Rules regarding use of school facilities shall include at least the following requirements:

- a. **Use of School Facilities.** Use of school facilities must in no way interfere with school activities, and shall be limited to the activity specified in the approved use permit.
- b. **Transfer.** Use permits may not be transferred or assigned.
- c. **Restriction to Area.** Persons using facilities pursuant to this policy must confine themselves to the rooms or corridors assigned for their use.
- d. **Safety.** Open flames, including candle flames, are not permitted in the school buildings. A lessee may have in attendance no more persons than the seating capacity of the facilities rented. Fire regulations limit the seating capacity of the auditorium; therefore, additional seating space may not be gained by placing extra chairs in the aisles.
- e. **Adult Supervision.** Buildings may be used only when adult supervision provided by the user is present. In addition, a school district employee must be present in the building throughout each permitted use.
- f. **Gymnasium Use.** Lessors must furnish basketballs, volleyballs, volleyball nets, towels for showers, wrestling mats, or other gymnasium equipment. No gymnasium equipment shall be provided on a rental basis. Hardwood gymnasium floors are restricted to such soft-sole footwear as tennis shoes.
- g. **Equipment.** Arrangements for the use of equipment must be made with the Office of Community Use of

Facilities.

h. **Storage.** No storage facilities will be provided, nor responsibility accepted by the district for any equipment or materials brought in by the applicant, unless specifically addressed in the application.

i. **Food Service.** Refreshments may be served only in approved areas. Use of kitchen facilities is prohibited unless specifically authorized pursuant to the application process.

j. **Parking.** Includes free use of the parking lot, to the extent spaces are available at the time of the rental. Rental of parking lot space is available at either the normal fee schedule or on a per space basis. Playgrounds may not be used for parking unless authorized by the Chief Operating Officer. The district will not be liable for vandalism, stolen property, or personal injuries, nor will it remove snow other than in the normal course of its operations.

k. **Drugs.** Use or possession of controlled substances within the meaning of state and federal law is strictly prohibited on any school property.

l. **Alcohol.** Use or possession of alcohol is prohibited on any school property.

m. **Smoking.** Smoking in district buildings and on district grounds is prohibited.

n. **Religious Activities.** Church services and other religious activities shall be conducted at times when school is not in session. Religious objects and symbols are to be removed after each use.

8. The Chief Operating Officer or the Office of Community Use of Facilities may rescind a permit, deny future permits, or impose conditions on future uses by an applicant for violations of school district rules and regulations related to facility use.

Community Use of Facilities  
Fee Schedule

**Application fee:** \$25.00 (due at time of application); non-refundable unless application is denied.

**Change fee:** \$25.00

**Liability Insurance fee:** \$1,000,000 liability insurance certificate listing DPS as an additional insured. Insurance may be purchased for an additional fee if needed.

**Personnel Hourly Overtime rates:**

Custodial Personnel\* \$35.00

Maintenance Personnel \$35.00

Stage Manager \$32.00

Unarmed Guard \$20.50

Armed Guard \$26.50

Police Officer \$40.00

Fire Dept. Personnel \$40.00

Pool Manager/Lifeguard \$12.50

Student Assistant \$ 9.37

Food Service Employee \$18.85

\*Custodial overtime rates begin ½ hour before the event and end ½ hour after the event with a minimum of 4 hours on weekends.

**Facility Rental fee:**

A minimum charge for 2 hours usage is required. (NC=No charge, only labor cost applies)

Category A: Free use by school organizations

Category B: Non-district educational use

Category C: Profit making use

FACILITY RENTALS

Hourly Rental Rates

Facility	Category A	Category B	Category C
<b>Elementary School:</b>			
Classroom	NC (labor only)	\$15.00	\$20.00
Gym/All Purpose	NC (labor only)	\$20.00	\$50.00
Auditorium	NC (labor only)	\$35.00	\$75.00
Cafeteria	NC (labor only)	\$35.00	\$75.00
Computer Lab	NC (labor only)	\$15.00 + \$1 per computer	\$20.00 + \$1 per computer

Facility	Category A	Category B	Category C
<b>Middle School:</b>			
Classroom	NC (labor only)	\$15.00	\$ 20.00
Gym/All Purpose	NC (labor only)	\$30.00	\$ 75.00
Auditorium	NC (labor only)	\$55.00	\$150.00
Cafeteria	NC (labor only)	\$25.00	\$100.00
Computer Lab	NC (labor only)	\$15.00 + \$1 per computer	\$ 20.00 + \$1 per computer

Facility	Category A	Category B	Category C
<b>High School:</b>			
Classroom	NC (labor only)	\$15.00	\$ 20.00
Gymnasium	NC (labor only)	\$45-55	\$100.00
Auditorium	NC (labor only)	\$80.00	\$250.00
Cafeteria	NC (labor only)	\$45.00	\$100.00
Lecture Hall	NC (labor only)	\$40.00	\$ 50.00
Swimming Pool	NC (labor only)	\$100.00	\$150.00
Computer Lab	NC (labor only)	\$15.00 + \$1 per computer	\$ 20.00 + \$1 per computer

Facility	Category A	Category B	Category C
<b>All Schools:</b>			
Lobbies, hallways	NC (labor only)	\$20.00	\$30.00

**Kitchen Rental:**

Food Service employees must be present whenever the kitchen is in need of being opened for use. Labor will be charged to the permitted at the rate of \$18.85 per hour, with a minimum of 3 hours.

Hourly Rental Rates

Facility	Category A	Category B	Category C
<b>Elementary School:</b>			
Kitchen Facilities:	NC (labor only)	\$30.00	\$40.00
<b>Middle School:</b>			
Kitchen Facilities:	NC (labor only)	\$37.50	\$50.00
<b>High School:</b>			

Kitchen Facilities:	NC (labor only)	\$37.50	\$50.00
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**Denver School of the Arts**

Hourly Rental Rates

<b>Area</b>	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
Classroom	NC (labor only)	\$ 15.00	\$ 20.00
Commons/lunchroom	NC (labor only)	\$ 45.00	\$100.00
Schomp Theatre	NC (labor only)	\$400.00	\$600.00
Concert Hall	NC (labor only)	\$200.00	\$250.00
Acting Studio	NC (labor only)	\$ 80.00	\$ 90.00
Dance Hall	NC (labor only)	\$200.00	\$300.00
Dance Studio	NC (labor only)	\$ 70.00	\$100.00
Rotunda	NC (labor only)	\$ 30.00	\$ 35.00

Denver School of the Arts Capacity

Classroom 30

Commons 200

Schomp Theatre 550

Concert Hall 290

Acting Studio 75

Dance Hall 180

Dance Studio 75

Rotunda 100



**ATHLETIC FIELD/PARKING LOT FEE SCHEDULE**

Hourly & Use Rental Rates

Grass Fields

Rental Rates – 2 hr. minimum charge is required

Category	Category A	Category B	Category C
Per Hour Charge	None	\$10 per hr	\$25.00 per hr
Maintenance Fee	None	\$10 per use	\$10 per use

Artificial Turf Fields

Rental Rates – 2 hr. minimum charge is required

Category	Category A	Category B	Category C
Per Hour Charge	None	\$50.00 per hr	\$60.00 per hr
Operations Fee	None	\$15 per hour	\$15 per hour

All City Sports Complex

Rental Rates – 4 hr. minimum charge is required

Category	Category A	Category B	Category C
Daytime Hourly	None	\$100.00 per hr	\$140.00 per hr
Night time Hourly	None	\$200.00 per hr	\$280.00 per hr
Operations	None	\$35.00 per hr	\$35.00 per hr

Sound System: \$25.00 per use

Scoreboard: \$50.00 per use

Concessions: Food Services will not charge for the use of the concession stands but reserves the right to determine when to open the stands, depending on the nature of the event and the number of spectators expected.

Tennis Courts

Category	Category A	Category B	Category C
Per Hour Charge	None	\$20.00 per hr	\$30.00 per hr

Parking Lots (fee charged when no inside space is required)

Category	Category A	Category B	Category C
Per Hour Charge	None	\$20.00 per hr	\$30.00 per hr
Maintenance Fee	None	\$10.00 per use	\$10.00 per use

All elementary and secondary playing fields may be scheduled for use when not in use for District activities unless closed for maintenance. No refund provisions are made in the agreement with users.