

**Denver Public Schools
Community Use Checklist**

Community Use of Facilities
Denver Public Schools
2800 W. 7th Avenue, Denver, CO 80204
Denver, CO 80203
Tel: 720-423-4200, 4201, or 4202
Fax: 720-423-4004

A completed, signed Community Use form has been submitted to the Community Use Department.

Appropriate fees have been paid.

Proof of liability insurance has been provided to the Community Use Department.

We have read and agreed to abide by all rules governing Community Use as outlined in Board of Education policy KFR.

We understand we will be billed for overtime rates as listed in the fee schedule.

We understand that if we request a change in venue after the facility has already been scheduled will result in a \$25 change fee.

Any damage or loss resulting from our use of DPS facilities will result in an additional billing to our organization.

We understand that cancellations must be received at least 48 hours prior to the event, using the cancellation form enclosed in this handbook.

**Denver Public Schools
Expectations Regarding Community Use**

Users will arrive and depart at times noted in the contract.

Users will have the permit with them.

A responsible contact person will be in attendance at the event.

All rules as outlined in Board of Education Policy KFR will be obeyed.

Users will stay within the contracted areas of the building and use designated entrances/exits.

Children will be supervised by adults at all times.

Users will follow directions of the security monitors, custodians and/or other DPS staff on site.

Facilities will be left in the same condition in which they were found. Trash will be picked up; chairs will be returned to original positions, etc. Decorations, banners, signs and other items posted during the event will be removed.

Open flames (including candles) are prohibited.

Use of alcohol, tobacco, controlled substances and firearms is strictly prohibited in all district buildings and on all grounds.

Disruptive or illegal activity, including obscene language, quarreling or fighting, is prohibited.

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