



DENVER  
PUBLIC  
SCHOOLS

# Community Use

Renting & Scheduling a DPS Facility

## Checklist

- 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.

## 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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