

COMMUNITY USE OF SCHOOL FACILITIES

The intent of this policy is to allow the community to provide services that the district does not provide on its own.

School facilities shall be made available for use by the community organizations and groups provided such use does not conflict with the school's educational program. No facilities of the District shall be made available for purposes which are solely commercial or private in nature which result in personal or corporate gain.

Groups and organizations desiring to use school facilities must contact the office of the Principal of the school in which the facility is located and complete the form entitled "Community use of School Facilities" and have it approved by the school Principal and/or his/her designee.

FEES - No admission charge.

Whenever the use of school facilities require the need for school personnel to either setup, clean-up or supervise them, a fee for these services shall be required. The fee shall be identified and paid directly to the employee(s) providing the service. (See: Facility Use Fee Schedule.)

Groups may be charged a fee for each use of the facility in order to cover the cost of utilities.

Community groups that wish to practice in the gym, if approved, may do so if a school employee or approved designee is present.

FEES - Admission charged

Whenever admission is charged, the fee for the use of school facilities will be in accordance with the Facility Use Fee Schedule. For community use of School facilities whereby admission is charged the building use fee may be waived.

ADDITIONAL CONDITIONS

All groups utilizing school facilities shall be subject to the following:

1. Individuals or groups are to stay out of the areas not contracted for use. Do not use student athletic wear or their possessions.
2. A single person shall be designated as "in charge" of any group using the school Districts facilities. Their names shall appear on the facility use form.

3. The Person “in charge” will see to it that all rules or regulations outlined below or otherwise covered in the Peyton School Building Regulations, School Laws of the State of Colorado and School Board Policies are adhered to by their group.
4. The person “in charge” shall see to it that no other individual or groups are authorized to use the School facilities, while this group is present.
5. The group using the facility is responsible for the clean-up and setup of the facility, unless other arrangements are agreed to **before hand**.
6. There will be no alcoholic beverages in the School or **on school property**.
7. There will be no **use of tobacco products** inside the School buildings **or on school property**.
8. Any defective equipment must be noted as such to the office of the Principal before use by the group or individual. Otherwise, the group or individuals will be held responsible for its defective condition.
9. Any damages occurring to the school facilities and/or equipment will be held to be the responsibility of the whole group and just compensation will be paid to repair or replace such damages as deemed necessary by the school officials.
10. The Use of School equipment is limited specifically to the activities of the group. Any balls, gloves, or such other portable equipment necessary to the group activity will be furnished exclusively by the group and normally no school equipment of this nature will be used.
11. Each applicant agrees to assume full responsibility for and hold the District, its School Board, agents and employees harmless from any legal liability for injury or damages to the person or property of others or the District in connection with the use of District facilities or property. All applicants must provide proof of liability insurance (certificate of insurance) in a minimum amount of one **million dollars** (for commercial-profit groups, the Board of Education may require a higher amount of insurance coverage.)

The certificate of insurance which is submitted to fulfill their requirement shall name the District, School Board employees and agents as additional insurers to the policy.

12. Community use of School Facilities Form must be completed and filed with the appropriate **office of the principal** at least seven (7) days prior to the requested date of use.

PUBLIC USE OF SCHOOL FACILITIES KITCHEN

School related organizations may use the school's kitchen facilities without charge, providing they designate a club officer to assume responsibility for such use. When the kitchen is used by school or community groups, a cook must be on duty or an individual appointed by Kitchen staff. Procedure for obtaining permission is through the administration office.

School related organizations are defined as any club or group that the school district financially supports and/or provides a paid sponsor. Because of the support of the PAT and Booster's Club, they too shall be considered as school related organizations.

LEGAL REFS: CRS 22-32-110 (1) (f)
ADOPTED: 7/81
REVISED: 11/83, 3/84, 8/85, 8/86 , 11/93, 2/96, 11/96
 07/03

**PEYTON PUBLIC SCHOOLS
FACILITY USE FEE SCHEDULE**

CUSTODIAN AND COOK FEES

The Payment to custodians and cooks, when their presence is required, shall be:

Monday through Friday:	\$ 7.00 per hour \$15.00 minimum fee
Saturday/Sunday/Holiday:	\$10.00 per hour \$20.00 minimum fee

Checks for custodian and cook fees shall be made out in advance and shall be made payable to the individual.

FACILITY FEES

	ELEMENTARY	JR. - SR. HIGH SCHOOL
CAFETERIA	\$30.00 Per Event	\$30.00 Per Event
KITCHEN	\$50.00 Per Event	\$50.00 Per Event
GYMNASIUM	\$30.00 Per Event	\$50.00 Per Event
ATHLETIC FIELD		\$75.00 Per Event + 10% of Gate

Checks for facility use shall be made payable to School District # 23 JT. Fees must be paid in advance.

COMMUNITY USE OF SCHOOL FACILITIES

DIRECTIONS: Read the attached information concerning the “Community Use of School Facilities”. Complete this application and forward it to the office of the School Principal, at least seven days prior to your intended use of the school facility.

1. Name of the person or group desiring to use the facilities or services:

2. The purpose of the use: _____

3. The time and dates desired: _____

4. Which room area, tables, chairs, P.A. system, etc., desired:

5. Who will be responsible for supervision and care of the facilities or equipment and for paying any costs incurred as a result of any damage:

6. Who will be responsible for the set up and clean up: _____

The applicant has read and agrees to the conditions and restrictions listed below and will inform all members of his/her group regarding conditions and restrictions.

1. The representative and the group or organizations which he/she represents, hereby agree and undertake to save and hold blameless the School District, from any and all claims for damage, personal or property, whether by a member of the group or organization or by other persons using or enjoying said property; and without regard to the damage, personal or otherwise, is brought about by or caused by negligence, whether on the part of the representative, organization, the school district or all three.
2. The representative and group or organization will be responsible for and agree to pay for damage done, exclusive of ordinary wear and tear.

- 3. Special conditions or instructions for this use: (1) proof of liability insurance must be provided to the District. (2) Security for District Facilities and patrons must be provided to the satisfaction of the District.

FEES

Facility Fee _____

** Custodial Fees _____

** Food Service Fees _____

Other Fees _____

Total Fees _____

** These fees are to be paid directly to the individuals.

Organization _____

Representatives Signature: _____ Date _____

Title _____

Signature of Superintendent or Designee: _____ Date _____

Request: Approved _____

Denied _____ Reason for Denial _____

REVISED: 11/96
REVISED: 10/03