

USE OF SCHOOL FACILITIES

The District facilities belong to the community, which paid for them for the primary purpose of offering a full educational program to its children. Prudent use and management of school facilities outside of the regular operating schedules is encouraged to allow the community to benefit more broadly from the use of its own property, providing such use:

- A. Does not interfere with the orderly conduct of a thorough and efficient system of education;
- B. Permits the participation of District students in age appropriate activities/events.

The District will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent or his/her designee for:

- A. Users and groups directly related to the school and the operations of the school;
- B. Departments or agencies of the municipal government;
- C. Community organizations formed for charitable, civic or educational purposes;
- D. Commercial agencies or organizations;
- E. Internal Use

In the event the Superintendent deems it advisable; any application for the use of school facilities/equipment may be submitted to the Board of Education for action. The Superintendent or Board of Education may refuse to grant the use of a school building whenever, in their judgment, there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Because the demand for the use of facilities is great, the District must prioritize which events take precedence over others. The scheduling system puts school sponsored activities before all others and does not follow a "first come, first served" philosophy. A school sponsored event will have first access to facilities even if an outside event has been scheduled. Every effort will be made to accommodate the client that is adversely impacted. This system is outlined in the "priority use schedule" that follows this policy. (See KF-R).

The District's buildings and grounds shall not be available for community use during the school day, school holidays, school vacation periods or during the summer when such activities interfere with District approved educational and or recreational programs and with cleaning and maintenance schedules.

The use of tobacco is prohibited at all times on/in school district property, (building as well as grounds). Waivers for "classroom instruction or theatrical production" are not available. No one may bring alcoholic beverages or other unlawful substances onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

Use of school equipment in conjunction with the use of school facilities must be specifically

requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Only a qualified operator may use District equipment.

Use of District equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights in the auditorium, the basketball baskets in the gym. District equipment shall not be removed from the premises for use by non-district personnel.

If District personnel wish to use a facility or equipment and/or remove District equipment from any building, they must file the usual facility use form and notify the building supervisor or principal as well. Permission is to be granted only if the "use" is Woodland Park School District Re-2 related, does not impact on the educational program, and is not for personal gain.

The District shall require that all users of school facilities and equipment comply with policies of the District. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be assumed and/or considered as endorsement or approval of the activity, person, group or organization nor the purposes they represent.

The Superintendent is directed to make recommendations to the Board establishing sanctions which can include barring future use of the facility and/or legal action against any individual or group violating the District's policies, rules, or regulations.

LEGAL REF.: C.R.S. 22-32-110(1)(f)

Adopted: 08/13/91

Revised: 08/91, 08/06, 04/13

USE OF SCHOOL FACILITIES PRIORITIES

The District encourages the responsible use of the school buildings and grounds by organized groups of residents whose purpose and intent is to promote programs of an educational, civic or recreational nature for the youth and other residents of the community. See Policy KE.

Assuming Superintendent and/or designee approval of the proposed program, the following rules and priorities are to be applied in determining the issuance of Facility Permits and the charges and costs related thereto. A schedule of costs is to be approved by the District annually.

- A. If approval is not granted, the Superintendent and/or designee are not required to give reasons for such refusal.
- B. Authorization to use school facilities should not be assumed and/or considered as endorsement or approval of the group or organization, nor the purposes they represent.
- C. School functions including extracurricular activities shall have first priority over any and all non-school uses.
- D. When a school event must be rescheduled, all effort should be made to work cooperatively and graciously with any affected or "bumped" group or groups so as to minimize any adverse effect the schedule change may cause students and other (citizen) groups.
- E. The District shall retain the right to authorize the use of facilities and equipment as well. Usage will be determined by District policy and subject to District rules, regulations and general procedures.

Priorities

A. Priority #1 (School Events)

Use of school facilities by school classes, school clubs, school athletic teams, ad hoc organized groups of parents, teacher associations (HSA, PTO, Boosters, etc.), the Board of Education, Community School, local scout groups or other approved activities shall be priority number one.

The District will bear the expense of custodial and security services, light and heat in connection with such affairs during the hours of operation of the schools. (School custodians are on duty until 10:00 PM, Mon – Fri). Any custodial or supervisory duties required outside of school hours will be required to pay a custodial fee.

Each organized parent/teacher association (HSA, PTO, Boosters, etc.) will be granted free use of the facilities for **ONE** annual fund raising event. Each subsequent major event will be treated as priority number two.

Each school club or athletic team will be granted free use of facilities for "camps" that serve students currently enrolled in the Woodland Park School District school that is sponsoring the event.

B. Priority #2 (City Government)

Use of school facilities by divisions of the local municipal governments, including the recreation departments, by other local organizations that serve the children of this district and by local community groups for regular meeting shall be priority two, provided that:

1. No admission is charged;
2. The function is on behalf of general education, youth activities, or is of public interest;
3. The function is sponsored by an accredited organization.

Regular custodial service will be supplied, but when extra custodial service is necessary, the cost of the service must be paid by the requesting organization. A service charge for opening the building will also be made, if necessary, according to District regulations. The organization shall bear all expenses connected with stage supervision and operation. If security guards are deemed necessary, the cost of their services must be assumed by the sponsoring group as well.

Each organization must present proof of liability insurance to the limit prescribed by the District's rules and regulations.

C. Priority #3 (Community)

Use of school facilities for activities sponsored by responsible local community groups, by responsible groups from outside the community and by political parties for rallies or caucuses shall be priority three, provided:

1. No admission is charged;
2. Or, an admission is charged and the net proceeds are for an established charity;
3. Or, an admission is charged and the net proceeds are for the benefit of a responsible nonprofit service, cultural, or recreational organization.

A rental charge shall be made in accordance with District regulations. All custodial and security service expenses, if deemed necessary by the District, whether regular or overtime, must be paid by the requesting organization.

A service charge for opening the building will also be made, if necessary, according to District regulations. The organization shall bear all expenses connected with stage supervision and operation. If security guards are deemed necessary, the cost of their services must be assumed by the sponsoring group. All custodial (and security) costs for set-up and clean up services are also the responsibility of the organization renting the facility.

Each organization must present proof of liability insurance to the limit prescribed by the District's rules and regulations.

D. Priority #4 (Commercial)

Use of school facilities for activities that are of benefit to the community and sponsored by

responsible groups or individuals for their own profit shall be priority four. District policies concerning use of district facilities by religious organizations are as follows:

1. Use will be authorized on a temporary basis for up to one (1) year;
2. Church services and religious activities must be conducted at times when school is not in session;
3. Religious objects and symbols must be removed after each use;
4. Short-term extensions not to exceed one year may be granted under unforeseen circumstances such as the loss of regular church facilities from fire, flood, or other acts not within the reasonable control of church officials. Requests for an extension may also be granted where church building or remodeling programs actually under construction have not yet been completed;
5. Facilities may be used by church sponsored groups for non-religious activities such as athletics and social gatherings.

Rental charges and charges for rehearsals shall be made in accordance with District regulations. A service charge for opening the building will also be made, if necessary, according to District regulations. The organization shall bear all expenses connected with stage supervision and operation. If security guards are deemed necessary, the cost of their services must be assumed by the sponsoring group. All custodial (and security) costs for set-up and clean up services are also the responsibility of the organization renting the facility.

Each organization must present proof of liability insurance to the limit prescribed by the District's rules and regulations.

E. Priority #5 (Internal Use)

Use of school facilities by any staff member for activities and/or events outside the course and scope of the staff member's duties for the District:

1. Staff member must provide proof of insurance;
2. Custodial services are not provided. If custodial services are needed they will be provided at the rate of \$25 an hour.

LEGAL REFS.: C.R.S. 18-18-407(2) (*crime to sell, distribute or possess any controlled substance on or near school grounds or school vehicles*)

C.R.S. 22-32-109(1)(bb) (*board duty to prohibit use of tobacco products on school property and at school-sponsored activities*)

C.R.S. 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)

C.R.S. 24-34-601 (*discrimination in places of public accommodation*)

C.R.S. 24-34-602 (*penalty and civil liability for unlawful discrimination*)

C.R.S. 25-1.5-106(12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)

C.R.S. 25-14-103.5 (*use of tobacco products on school property is prohibited*)

CROSS REF: ADC, Tobacco-Free Schools

Revised: 04/13

FEES FOR USE OF SCHOOL FACILITIES

CATEGORY	School Events (Priority 1)	City Government Charge Per Hour (Priority 2)	Community Charge Per Hour (Priority 3)	Commercial Charge Per Hour (Priority 4)	Internal Use Charge Per Hour (Priority 5)
Classroom Space	N/A	\$5.50	\$7.50	\$18.75	\$1.90
Commons					
Elementary	N/A	\$11.00	\$12.50	\$37.50	\$3.75
Middle School	N/A	\$11.00	\$12.50	\$37.50	\$3.75
High School	N/A	\$11.00	\$12.50	\$37.50	\$3.75
Library	N/A	\$13.00	\$15.00	\$37.50	\$3.75
Gymnasiums					
Elementary	N/A	NC	\$12.50	\$31.25	\$3.10
Middle School – Aux	N/A	\$22.00	\$25.00	\$56.25	\$5.60
Middle School – Main	N/A	\$22.00	\$25.00	\$56.25	\$5.60
High School – Aux	N/A	\$22.00	\$25.00	\$56.25	\$5.60
High School – Main	N/A	\$22.00	\$25.00	\$56.25	\$5.60
High School – North	N/A	\$22.00	\$25.00	\$56.25	\$5.60
Fields					
High School - Baseball	N/A	\$22.00	\$25.00	\$50.00	\$5.00
High School – Soccer	N/A	\$22.00	\$25.00	\$50.00	\$5.00
High School – Track	N/A	\$22.00	\$25.00	\$50.00	\$5.00
Middle School – Football	N/A	\$22.00	\$25.00	\$50.00	\$5.00
Middle School – Softball	N/A	\$22.00	\$25.00	\$50.00	\$5.00
Middle School – Track	N/A	\$22.00	\$25.00	\$37.50	\$3.75
Elementary - Baseball	N/A	\$17.00	\$18.75	\$37.50	\$3.75
Striping – Football Field	N/A	\$85.00	\$85.00	\$85.00	\$8.50
Striping – Soccer Field	N/A	\$50.00	\$50.00	\$50.00	\$5.00
Piano – must be approved	N/A	\$20.00	\$20.00	\$20.00	\$2.00

CUSTODIAL FEE - \$25.00 PER HOUR

In all cases, the user is expected to pay custodial costs, where applicable, as well as any other personnel costs directly related to use of the school facilities.

Field use is subject to cancellation without prior notice because of field conditions. Field availability will be based on school use and maintenance requirements.

**** Shower and locker room use is an additional \$20.00 per hour.**

Approved: 07/11/90

Revised: 08/14/91, 05/26/93, 08/09/98, 06/17/98, 5/11/05, 08/23/06,
'04/10/13

Administration Manual