

Community Use of School Facilities

Rules for governing the scheduling and use of buildings, grounds, equipment and facilities

1. These procedures concerning the scheduling of school buildings, grounds, equipment and facilities pertain to such use at times other than the normal school day (7:30 a.m. to 5:00 p.m.). The use of school facilities at times within the normal school days are at the sole discretion of the school principal.
2. In scheduling school facilities for programs and/or activities that are extensions of approved programs into the time period after the normal dismissal time for school, consideration must be given to the fact that custodial overtime in support of school activities will be held to a minimum. The custodial overtime may be replaced by an approved person such as the principal, counselor, teacher, community recreation staff member or other employee of the district.

Building openings for activities that are extensions of district-approved programs (outside agencies) and are scheduled after the normal school day ends must have a custodian or other approved person present. Where custodial staff is required for building openings, the building principal will adjust custodial personnel work schedules (where appropriate) to accommodate such building openings. In all cases, outside programs will be scheduled during times when custodial services and/or approved persons are available.

The principal of each school will publish a calendar of events for those programs and activities that are extensions of approved programs scheduled in school facilities. In all cases of use of buildings, grounds, equipment and facilities after normal school hours, the program and schedule for such use will be submitted to the superintendent to be included in the district's master schedule for use of district facilities. The same provision will apply where there is a cancellation.

All programs and activities such as school plays, band concerns, in-service training, PTA/PTO meetings, carnivals, athletics (including practice sessions and games) will be scheduled as to time and place. Such schedules must be submitted to the superintendent to be included on the district's master schedule. Support personnel such as custodians and groundsman can then schedule their time to accommodate the scheduled activities.

Community recreation services programs

The use of school district buildings, grounds, equipment and facilities for approved community recreation services programs and activities shall be arranged as follows:

1. Each principal will develop the specific requirements for approved programs and activities, develop a schedule appropriate to the programs and activities, and coordinate the total program/activity requirements and other district support functions that are involved.

When all conflicts have been resolved and assurances provided, the schedule for a given program/activity will be finalized and included on the district's master schedule for use of district facilities (same for cancellation). The superintendent will publish a calendar of events for those programs and activities that are scheduled. The superintendent will maintain a master calendar showing the use of school district buildings, grounds, equipment and facilities, including the schedule for those school activities which fall outside the normal school day that have been approved by the school principal(s). Copies of this master schedule will be made available to each school involved as well as to all district support activities on a weekly basis.

2. All requests made for the use of school district buildings, grounds, equipment and facilities by an individual group or organization which is not part of the approved school district organization must have approval from the building principal/supervisor and then the superintendent.
3. All building openings, in the context of this total procedure, must have a custodian or other approved person present. If a custodian is necessary, the assignment will be made by the school principal through the approved building opening procedure. This custodian or other approved person will be responsible for opening and closing (securing) the building as well as the specific areas of requested use within the building and will inform the user of any violations to district/school rules that are observed. Such violations to the district/school rules will be reported to the school principal and other appropriate administrators.
4. Any outside agency/program applying for use of school district buildings, grounds, equipment and facilities must be requested on the appropriate school district form. The responsible person must sign the standard school district agreement and agree to pay the assigned fee, if any. A certificate of insurance with minimum liability coverage of \$500,000 will be required with Trinidad School District listed as "additionally insured." A completed facility use form will also be mandatory before a non-school district group may use a facility.

All non-school groups may request specific times, dates and places for the year to accommodate regularly scheduled meetings. However, any special program (award, award banquet, youth and adult activities) must be individually requested.

Approval for the use of school district buildings, grounds, equipment and facilities will not be granted to any organization whose purpose is to advocate treason, insurrection, unlawful resistance to or overthrow of the government of the United States or of the state of Colorado. Applicants will file a statement (included on form) declaring that school district facilities will not be used for these purposes. On the other hand, restrictions or limitations will not apply to any applicant because of sex, race, creed, religion or national origin. Understood in this agreement is that the user is totally responsible for the activities of his or her group or organization, individually and collectively and will provide the required supervision. It is further understood that custodians are

not directly responsible for supervision of the activities of the group or individuals of the group.

In signing the agreement, it is expressly understood that only the facilities, dates and times which have been approved for use will be used. Depending upon the activities and facility requested, it may be necessary for the user to hire special-purpose individuals to assure adequate control and discipline or to use certain specialized district-owned equipment such as security guards, sound technicians, etc. The cost of hiring these special-purpose personnel will be paid by the user.

5. The planned use of school district buildings, grounds, equipment and facilities must take into account the present and continuing requirement to minimize consumption of all forms of energy and use of facilities which require the use of energy in the production process.

School district buildings, grounds, equipment and facilities will not be used by employees of the district to conduct programs or activities which are not part of approved district academic, vocational, physical education, intramural or community recreation programs/activities without specific approval.

A building opening will not be approved when the physical configuration of the building requested will not permit the effective use of the facility within the constraints of crowd control and the dictates of individual safety.

6. School district equipment, materials and supplies are not for the personal use, satisfaction or gain of any employee or other individual. Such equipment, materials and supplies are not to be removed from the school district grounds or buildings except as provided below.

Equipment, materials and supplies are not to be rented, loaned or sold to any person, group or organization except as may be specifically provided in school district policy.

The use of district and school-owned equipment, materials and supplies by students or groups in the performance and/or presentation of approved activities outside the school district grounds or buildings will be permitted only upon approval of the building principal who is directly responsible for the particular program and student group and/or approval of the authorized central office administrator where district (non-school) equipment, materials and supplies are involved.

Individual classrooms shall not be used without permission of the principal. Where permission is granted, supplies and materials on hand in the classroom will not be used. The classroom will be left clean and in order. If furniture is moved, it will be returned to the original position. Moving pianos and organs without specific approval is prohibited.

All equipment, materials and supplies, including expendable supplies, which are on hand and in any school district facility are the property of the district and may

be used in the program for which purchased by district employees and students in the daily instructional process and daily operations of school district programs.

School classrooms, gymnasiums or other facilities may not be used for any function or activity that is deemed harmful to the floor covering or finish. This determination will be made by the principal and/or the supervisor of maintenance and operations.

Use of kitchen facilities for other than coffee and serving must have the approval of the authorized central office administrator. A representative of food services shall be on duty for the supervision of food services activities only.

The user of school district buildings, grounds, equipment and facilities is responsible for damages beyond fair wear and tear. Repair or replacement actions, as appropriate, will be initiated by the school district in the most effective and expedient manner. The cost will be charged to the user.

7. Student participation in community recreation or non-school sponsored activity may result in conflict of activities. School programs have the first priority; community recreation programs have the second priority and non-school programs have the third priority.
 - a. A school program must be approved by the school principal.
 - (1) Regularly scheduled league activities, concerts, etc., are examples of an approved school program.
 - (2) School programs would include interscholastic athletics, club functions and intramurals.
 - b. A community recreation program must be initiated or approved by the supervisor of community recreation department or his/her designee.
 - (1) Activity fees and sponsorship fees will be collected by the community recreation department.
 - (2) For competitive team activities, rosters and coaching assignments will be in accordance with rules and regulations for each sport and will be designated by the community recreation program.
 - (3) Programs must be consistent with the community recreation philosophy of participation and team or program management.
 - c. A non-school youth program is one that is not sponsored by the school district.
 - (1) A non-school program may be charged the full facility use fee.

- (2) Non-school programs/personnel in district school buildings will be required to schedule practices, meetings or competitions around existing school schedules. This would include AAU, USOC, Little League and other similar activities.
 - (3) This ensures that students may participate in school programs as well as non-school activities.
 - (4) Non-school program participants should still be encouraged to participate in school activities.
- d. Facility use forms should be completed at the site that is being requested. It will then be approved by the principal or building administrator.
- The community recreation department will charge fees for all facility use unless the fee is waived by the superintendent of schools.
- e. Any group requesting to enter a community recreation program with limited participation will be allowed to enter as a total group based on staff and space availability.

Fee schedule for the use of school facilities

Charges may be made for the use of school district buildings, grounds, equipment and facilities depending upon the identity and address of the user, the purpose of such use and the time of such use.

Citizens, clubs or organizations and associations formed for recreational, educational, political, economic, artistic or other character-building activities may use the school buildings, grounds, equipment and facilities of the school district to engage in supervised recreational activities and to meet and discuss subjects and questions which, in their judgment, pertain to educational, political, economic, artistic and moral interests of the citizens as follows:

1. The user shall abide by all rules established by the school district to cover the use of such property and the superintendent is approved as the representative of the governing board for administration of these rules.
2. General public uses shall include free use, labor use only, expense reimbursement use and rental use.

Any youth program that is in conflict with or is not sanctioned by the district or community recreation services may be charged the full facility use fee.

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