

Community Use of School Facilities

Responsibility

The principal or superintendent will be responsible for the administration of the accompanying policy on community use of school facilities.

The role of the principal or superintendent shall be that of assisting potential users in finding suitable space and providing technical assistance to appropriate building staff upon request.

Scheduling

After district activities have been scheduled, space will be available with attention to broad and equitable use of facilities. Alternate locations will be offered whenever possible if a particular building cannot accommodate all requests. All use is subject to the general guidelines of these regulations and to the availability of district staff.

The principal or superintendent shall be responsible for notification of each principal and head custodian of the date and time of all building activities and the rooms reserved and for keeping a calendar of all rental commitments and reservations for regular school activities during the year.

Permission for use during the hours of the regular school day or during the period immediately after the closing of school, which in the judgment of the principal may be necessary for school purposes, may be refused.

Permission will not be granted for use Monday through Thursday evenings for any high school facility in which an adult school program is being conducted if in the judgment of the principal such use would interfere with or impede the conduct of the school program.

Field use

Fields may be available for limited and approved community use. This use is subject to cancellation or adjustment due to weather or field conditions. Groups requesting reserved and exclusive use shall be charged a fee based on the number of teams and fields used.

Application for use

Application for the use of a specific school facility should be made through the principal or the superintendent.

Approval will depend upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who in the judgment of the superintendent or principal is responsible and competent to supervise the proposed program or activity. The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility. If required by school officials, guards or uniformed police also must be provided at the expense of the user.

If approved, the activity will be added to the building master calendar and copies of the application will be completed and distributed to the head custodian, principal, applicant and other school personnel as deemed necessary.

Gym use

The high school gym can only be used by permission from the principal or superintendent and the user must have adult supervision by someone over the age of 21.

General regulations

1. A written permit shall be required for use of a school building or grounds by any group, which is not a part of the regular public school program. Such permits may be granted for a single use or a limited, recurring use not to exceed one year.
2. Permits shall be issued upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who, in the judgment of the principal, is responsible and competent to supervise the proposed program or activity. The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility.
3. No permit shall be transferred to any person or group other than the one to whom issued.
4. **Safety:** All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:
 - a. Auditorium exit lights must be used.
 - b. Open flame (including candles) is prohibited.
 - c. Room capacity is not to be exceeded.
 - d. Temporary electrical or mechanical modifications are prohibited.
 - e. Flammable holiday or other decorations are prohibited.
 - f. Stairways, corridors, and entrances/exits must be kept free of obstruction at all times.
 - g. No equipment, scenery, or decorations of any type shall be used within the building or on the premises except as specifically authorized in the permit. Such authorized equipment, scenery, or decorations must conform to all local and state regulations and must not be attached to the walls, floors or ceilings (except to anchors presently provided).

5. Prohibited activities on district property

- a. Use or possession of alcohol or controlled substances. For purposes of this regulation, “controlled substances” means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). Failure to comply will be dealt with by local law enforcement agencies.
- b. Smoking, chewing or any other use of tobacco products within the building or on school grounds in accordance with state law and Board policy on tobacco-free schools. If an individual group does not comply with this policy or these regulations, the group will be denied use of district facilities for a period of no less than 18 months.
- c. All disruptive or illegal activity, including obscene language, quarreling or fighting.
- d. Unlicensed gambling.

6. Damage

- a. The holder of the permit will be responsible for all damages and losses to the school facility and/or the contents, and must indemnify and hold harmless the Board and its employees from any claim resulting from or arising out of the use of the school facilities named in the permit or any part of the facilities covered in the permit.
- b. The Board of Education will not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property (as well as rubbish) must be removed from the facility immediately after the use or before such time that the materials will interfere with school activities.

7. Insurance

- a. School district property insurance and comprehensive general liability insurance do not extend to the community or other groups utilizing school facilities.
- b. The district may require non-school groups to provide certificates of insurance.

8. Locations

All permits will be issued for specific rooms or fields. It will be the responsibility of the permit holder to restrict the activities of the group to that specific area except for necessary hallways and rest rooms. The permit holder is responsible for not allowing unauthorized individuals into the approved area or activity. The presence of unauthorized individuals must be reported to the staff person on duty.

9. Times

Facility use times will be specified in the permit. All groups are expected to vacate the premises by the hour specified in the permit. An additional hour rental may be charged for early arrival or late exit. All use permits will terminate by 10:30 p.m. The building principal may approve exceptions to this.

10. Equipment storage

Agencies may make arrangements with the building principal to temporarily store regularly used equipment, if space is available, and may be charged on a monthly basis. The school district assumes no liability for damage or theft of such equipment.

11. Days

Facilities may be rented Monday through Friday as space is available and as such rental does not interrupt or disturb regular school activities. Use of school facilities on Saturday or Sunday may be permitted and will be subject to staff availability where applicable. Summer use may be limited due to custodial work schedules.

12. Clean up

General clean up will be the responsibility of the approved party. Rubbish must be removed from the facility immediately after use or before such time as it will interfere with school activities. Additional fees will be charged for clean up when deemed necessary.

Guidelines for religious use

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

Nondiscrimination

All users are subject to laws and regulations applicable to school districts which prohibit unlawful discrimination based upon age, sex, sexual orientation, national origin, race, color, ancestry, creed, religion, marital status, disability or need for special education services.

Fees

1. Custodial/monitor

Any organization or individual, regardless of classification, will be required to pay the cost of

custodial/monitoring services if its use of the facility would result in direct costs to the school district.

2. Cafeteria

A school cafeteria head cook or other designated cafeteria employee(s) may be contacted when any of the school cafeteria facilities are being used. All persons working in the kitchen (preparing food and/or handling kitchen equipment) must meet the requirements of the State of Colorado for school food handlers. The user will be charged appropriately if a cafeteria employee is needed.

3. Payment of fees

All users will be expected to pay rental fees in advance unless prior arrangements have been made with the principal.

Checks should be made out to Genoa-Hugo School District and given to the principal or the superintendent to be forwarded to the office.

Guidelines for denial of use

The school district reserves the right to deny building use for any reason. Permits will be denied if, in the judgment of the principal, or the proposed activities would:

- Jeopardize the equipment and/or facilities of the building.
- Conflict with school activities.
- Be incompatible with the school neighborhood.
- Violate any district policy or local, state, or federal law.

Guidelines for appeal

The applicant may file a written appeal to the superintendent if a facility use permit has been denied by the superintendent or principal. Further appeal, if necessary, may be made to the Board of Education

Approved: August 15, 1995

Revised: November 19, 2001

Revised: February 10, 2014

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

