

Montrose County School District RE-1J Facility Use ~ Policy & Standards

USE OF BUILDINGS

1. The Montrose County School District RE-1J Board of Education (“Board”) makes certain school facilities available for community use after the regular school program. All requests must be submitted, approved and scheduled by the Montrose County School District RE-1J Educational Services Building (“Owner”). The Educational Services Building is located at:

930 Colorado Avenue
Montrose, Colorado 81401
Phone: (970) 249-7726
Fax: (970) 249-7173

2. All facilities must be vacated by 10:00 p.m.

3. All activities will be sponsored with adequate adult leadership and supervision. Supervisors will be required to be present at the activities at all times during the rental period.

4. Facilities, which may include, but are not limited to, classrooms, meeting rooms, gyms, tracks, cafeterias, lunch rooms and athletic fields, will be available for community recreational use at times other than those times needed for school district programs. Scheduling will be the responsibility of the Owner.

5. School facilities will be available for religious organizations at those times the Owner determines appropriate and with the approval of the Board. Renewal of Facilities Use by religious organizations is required every 6 months.

6. Classroom specialty areas (and/or equipment) such as science rooms, industrial education shops, computer rooms, etc., may be rented through special arrangements with the Owner if the purpose is determined to be appropriate. A qualified school district employee (or his/her designee) who is responsible for the specialty area, is required to be present during the rental period. An additional fee will be charged for the employee’s time (or his/her designee) and the use of computer equipment and supplies.

SCOPE

1. Community Use

- a. At the discretion of the Owner, non-profit youth organizations, such as Boy Scouts, Girls Scouts and 4-H groups, who meet 4 hours or less per week, may use the district facilities free of charge for noncommercial purposes, provided there is no cost to the district for such use. When additional costs occur, charges will be made according to the established procedures and rate schedule.
- b. Non school use for civic, educational and cultural purposes not intended for monetary gain and meeting no more than 4 hours per week may use the district facilities free of charge provided there is no cost to the district for such use. When additional costs occur, charges will be made according to the established procedures and rate schedule.

2. Denial of Requests

Use of school facilities will be denied under certain conditions and for certain purposes as a matter of policy. Administrative officers of the district are directed to deny such applications for use. Applicants who receive such denials may have recourse to the Board by written request to the Superintendent of Schools.

Denials will be made whenever the contemplated use falls in one or more of the following categories:

- a. When the use is for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the State of Colorado or the United States of America.
- b. When the contemplated use is for the purpose of advocating social or political change by violence.
- c. When the contemplated use lacks the sponsorship of a recognized community organization and/or serves no worthy educational, civic, social, cultural, or charitable purpose.
- d. When the use is strictly for private enterprise.
- e. When the user has demonstrated a previous unwillingness or inability to meet the terms of the Use Agreement.
- f. For such activities as weddings, wedding dances, receptions. Furthermore, any other private functions whenever alcoholic beverages might be served on school premises.

- g. When the user fails to provide adequate proof of insurance two days prior to the scheduled event naming RE-1J as additional insured.

3. Equipment

District equipment will be loaned or rented only for emergency and special use and with written permission from the Owner and in accordance with board policy.

CONDITIONS OF USE

1. Applications

- a. Applications must be submitted, at a minimum, 15 days prior to the date requested. Once the application has been approved, full rental fees and any required deposit will be due within 72 hours of the approval. Rentals for use of gymnasiums, fields, tracks, cafeterias, kitchens and related equipment will require a deposit of \$50.00 at the time of application. The deposit is for minor damage; any other damage (i.e. major damage) above normal use will be billed to the user. The deposit will be retained for ongoing activities and scheduled events and will be refunded at the termination of the use of district facilities.
- b. User(s) of district facilities must be sponsored by an individual, local group or organization and all applications must be made at the Property Services Department.
- c. The person who signs the application will be considered the legal agent of the organization or group and, as such, will be responsible for compliance with all conditions for the use of the facilities and cannot assign or transfer the application to a new individual or group.
 - (1) The applicant agrees to indemnify the district for any damages occurring to the building or adjacent grounds during the periods such property is rented to or used by the applicant.
 - (2) The applicant agrees to hold the district harmless from liability for any injury or accident arising during the course of the rental. The applicant will also hold the district harmless for any damage or loss to the property of any person attending the sponsored rental activity.
- d. Tables and chairs will be made available if requested at the time of rental application. Any other technical equipment (i.e. computers, computer related accessories, etc.), that is available for use, will require a qualified school district employee to be present for said use. A written request for the use of this equipment must be submitted to

the Owner. Under no circumstances will this equipment be used without district-authorized personnel present.

2. Regulations

- a. Persons using the buildings must confine themselves to the rooms and corridors assigned for their use and to the approved times. Areas must be vacated completely at the approved time.
- b. When a school is occupied, a custodian must be present unless approved otherwise by the owner. Organizations using district facilities will not negotiate with or pay any custodian or other district personnel for services rendered.
- c. The use or possession of alcoholic beverages or any illegal substance by any person or groups in facilities or on district grounds is strictly prohibited. Smoking in district buildings or on district grounds is prohibited.
- d. No person without gym shoes will be permitted on any gymnasium floor or the Montrose Community Track. Additionally, all posted rules and regulations at each facility must be followed.
- e. District facilities will not be rented to a non-school sponsored group for a dance.
- f. Bingo or any other form of gambling will not be permitted in district facilities.
- g. Keys to a district building or facility will not be issued or loaned to any individual other than authorized district personnel unless special arrangements have been made with the Owner.
- h. Notice of cancellation of a rental of a district facility must be made (preferably in person) at the Property Services Department at least 48 hours prior to the scheduled time in order to insure a complete refund of rental cost. In case of weekend use, the rental must be canceled by 10:00 a.m. on the Thursday preceding the scheduled time. If appropriate cancellation is not made, the renter will pay all rental fees.
- i. In the event the school district cancels the rental due to circumstances beyond their control (i.e. playoff athletic event etc.), the rental fee will be refunded to the user. If the event can be relocated to another facility, the fee will not be refunded.
- j. If an admission fee is charged, the applicant must provide the district 5% of the total admission fee in addition to a complete accounting of all admission receipts.

- k. Failure to comply with the building use rules or causing unnecessary damages to a building may result in cancellation of the use permit and of any further use of any district facility by the offending organization or group.
- 1. A request for fee waiver must be made in writing to the Property Services Department. Such waiver of fees is entirely at the discretion of the Owner.

COSTS

1. Classroom and Lunchroom Rental: Monday-Friday, 2 Hour Minimum

Classroom and lunchroom (without kitchen use)	\$ 30.00 per room	(\$15.00 per hour)
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2. Classroom and Lunchroom Rental: Saturday-Sunday-Holiday, 4 Hour Minimum

Classroom and lunchroom (without kitchen use)	\$125.00 per room	(\$31.25 per hour)
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3. Gym: Monday-Friday, 2 Hour Minimum per Gym

No Admission Charged

Elementary Schools	\$ 20.00 minimum	\$10.00 per hour
Middle Schools	\$ 25.00 minimum	\$12.50 per hour
High Schools	\$ 50.00 minimum	\$25.00 per hour

Admission Charged - 4 Hour Minimum

Elementary Schools	\$ 100.00 plus 5% of all receipts & entry fees (\$25.00 per hour)	
Middle Schools	\$ 100.00 plus 5% of all receipts & entry fees (\$25.00 per hour)	
High Schools	\$100.00 plus 5% of all receipts & entry fees (\$25.00 per hour)	

4. Gym: Saturday-Sunday-Holiday, 4 Hour Minimum per Gym

No Admission Charged

Elementary Schools	\$150.00 (\$37.50 per hour)
Middle Schools	\$150.00 (\$37.50 per hour)
High Schools	\$150.00 (\$37.50 per hour)

Admission Charged (4 hour minimum)

Elementary Schools	\$150.00 plus 5% of all receipts & entry fees (\$37.50 per hour)
Middle Schools	\$150.00 plus 5% of all receipts & entry fees (\$37.50 per hour)
High Schools	\$150.00 plus 5% of all receipts & entry fees (\$37.50 per hour)

5. Tracks and Fields

Base rental fee	\$31.25 per hour
Event rental fee	\$125.00 (4 hour minimum) plus \$31.25 per additional hour plus 5% of all gate receipts
Security and clean-up personnel, if necessary	Cost plus 15%

6. Kitchens with Lunchrooms: Monday-Friday, 2 Hour Minimum

Elementary kitchens – Includes lunchroom	\$87.50 (\$43.75 per hour)
Secondary kitchens - Middle & Senior high schools - Includes lunchroom if refreshments or meals are being served	\$87.50 (\$43.75 per hour)

7. Kitchens with Lunchrooms: Saturday-Sunday-Holiday, 4 Hour Minimum

Elementary kitchens – Includes lunchroom if refreshments or meals are being served	\$175.00 (\$43.75 per hour)
Secondary kitchens - middle & senior high schools - Includes lunchroom if refreshments or meals are being served	\$175.00 (\$43.75 per hour)

The above fee includes the use all regular kitchen equipment and the kitchen, itself. The group is responsible for the clean up of all areas used. Groups shall supply their own paper goods, linens, and cleaning supplies. Use of district kitchens also requires that one District Food Service employee be in attendance at an hourly rate of \$18.75 per hour. The fee for the required District Food Service employee is in addition to in the hourly facility use rate.

Additional Charges

1. Custodial Charge: Custodial overtime charges of \$9.00 per hour shall be added to the base rental rate when a rental occurs after 9:00 p.m. during the regular school calendar year, after 2:30 p.m. on summer weekdays and on all weekends.

2. Hours

If additional hours above the minimum are required for the rental, hourly rental rates will be applied. If the facility is used after 10:00 p.m., additional hours will be charged at 1.5 times the hourly rental rate.

Miscellaneous

Any packages delivered to the district for the event should be delivered at least two days prior to the event date and addressed as follows:

**Montrose County School District RE-1J
Attn: Facility Use
930 Colorado Avenue
Montrose CO 81401**

Approved: May 5, 2004

LEGAL REFERENCES:

C.R.S. 22-32-109 (1)(bb)

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

C.R.S. 25-14-103.5

CROSS REF.: ADC, Tobacco-Free Schools

Cross REF: MCSD RE-1J School Board Policy KF

Cross REF: MCSD RE-1J School Board Policy KF-R

Montrose County School District RE-1J, Montrose, Colorado