

## KF-E

# Community Use of School Facilities

Community groups shall be permitted and encouraged to use school facilities for worthwhile purpose when such uses will not interfere with school programs. All arrangements shall be subject to provisions which follow:

### CLASSIFICATIONS:

1. **Category 1 School/Government:** Use must be for governmental or school-oriented organizations. This includes usage by school staff for educational purposes. (Example –PTO, Booster Club, Scouts, Teacher/ Educational associations, Governmental or Civic Groups, etc.)
2. **Category 2 - Community General:** Clubs, Non-Profit organizations, or community groups. (Examples Rotary Club, BV Rec Teams, Church Groups, etc.)
3. **Category 3 - Commercial:** For-profit businesses or commercial organizations, non-profit fundraising/fee based events, private users

### CONDITIONS

Conditions for rental are outlined in Policy KF-R and serve as final obligations. The following are highlighted conditions for use.

1. School District student activity groups will have priority use. The School District reserves the right to reschedule or cancel community groups when conflicts with student groups occur
2. Groups that use school facilities shall be responsible for proper crowd control and shall exercise care for facilities and equipment. If a group shall fail in its responsibility to exercise control, it will forfeit its right to use school facilities or will be required to pay to have a member of the school staff on duty during such use.
3. The possession and use of tobacco products, alcohol or other controlled substances is not be permitted on school property at any time.
4. A fee for use of facilities may be charged. This may include a custodial fee to open up, clean up, or close the facility.
5. Key cards issued shall be returned within 48 hours of use.
6. Equipment, scenery, decorations, added electrical or any material attached to the building is prohibited except as specifically authorized in the permit. Such equipment, scenery, or decorations must conform to all local and state regulations and must not be attached to walls, floors, or ceilings. Attachments must be approved.

### RENTAL CHARGES AND APPROVAL USE:

All rentals of school facilities shall be approved by the Principal/ AD, or his designees. Fees for the use of school facilities shall be determined by the principal/ AD or designee based upon the rental charges and personnel fees approved by the Board.



### Community Use of School Facilities

All rentals of school buildings are handled through the Principal/ AD Office or designee. The Principal / AD of the building affected will determine whether space is available.

Fees

A group using any school facilities will be charged for each session the facility is used. A session is defined as a 4-hour period. Basic charges for heat, lights, and space during normal working hours of a custodian are as follows.

	Category 1	Category 2	Category 3
Any Classroom	No Charge	\$5.00	\$20.00
Elementary School Gym	No Charge	\$20.00	\$40.00
Elementary School All Purpose Room without Kitchen	No Charge	\$10.00	\$40.00
Athletic Commons without Kitchen	No Charge	\$10.00	\$40.00
White Gym	No Charge	\$30.00	\$50.00
Red Gym	No Charge	\$30.00	\$50.00
Weight Room	No Charge	\$5.00	Not Available Commercially
Flex Commons	No Charge	\$50.00	Negotiated
Flex Classrooms	No Charge	\$10.00	\$40.00
Learning Commons	No Charge	\$10.00	\$40.00

The following fee schedule will apply IF custodial services are required when school facilities are used **outside of normal working hours of custodian:**

	Category 1	Category 2	Category 3
Any Classroom	No Charge	\$25.00	\$40.00
Elementary School Gym	No Charge	\$40.00	\$60.00
Elementary School All Purpose Room without Kitchen	No Charge	\$30.00	\$60.00
Athletic Commons without Kitchen	No Charge	\$30.00	\$60.00
White Gym	No Charge	\$40.00	\$80.00
Red Gym	No Charge	\$40.00	\$80.00
Weight Room	No Charge	\$25.00	\$40.00
Flex Commons	No Charge	\$50.00	Negotiated
Flex Classrooms	No Charge	\$25.00	\$40.00
Learning Commons	No Charge	\$25.00	\$40.00

\*The determination of the need for a custodian will be made by the Principal/AD

The following Facilities require additional Custodial/ Staff support for clean-up. The fees are as follows:

	Category 1	Category 2	Category 3
Elementary School All Purpose Room with Kitchen	Deposit Only	\$50.00	\$80.00
Athletic Commons with Kitchen	Deposit Only	\$50.00	\$80.00



*Buena Vista School District*

**Buena Vista School District R-31 Facility Application**

Date \_\_\_\_\_

- 1. Date of desired use \_\_\_\_\_
- 2. Time in \_\_\_\_\_ Time out \_\_\_\_\_
- 3. Facility or room requested for use \_\_\_\_\_
- 4. Number of people attending \_\_\_\_\_
- 5. Organization/ Group \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ email: \_\_\_\_\_

Name of Person responsible if different from applicant name \_\_\_\_\_

6. Please give a brief description of how the facility/room will be used:

- 7. Custodial Clean-up needed?                      YES                      NO
- 8. Will Kitchen Facilities be needed?              YES                      NO

9. Any equipment, scenery or decorations (materials) must be approved to be in the building. Please describe any materials in detail for consideration. If any of these materials will require attachment to walls, ceilings or floor, please describe for consideration. Other Comments on the use of the Facility/ Equipment/ Room.

In consideration of such use and permission, I/We do hereby agree to assume all risk and full liability for any injury or damage incurred by such usage and participation, and hold harmless the Buena Vista School District R-31.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



*Buena Vista School District*

**Buena Vista School District R-31 Facility Application Response**

Application has been approved: \_\_\_\_\_Yes      \_\_\_\_\_No

Comment:

Name of Buena Vista Employee Providing Response to Applicant : \_\_\_\_\_

Charges per night/day for use will be \_\_\_\_\_

I/We do hereby agree to assume all risk and full liability for any injury or damage incurred by such usage and participation, and hold harmless the Buena Vista School District R-31. We agree to follow all regulations in District Policy KF and KF-R.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Buena Vista Approving

\_\_\_\_\_  
Date

Adopted: February 14, 2013  
Revised by Board: March 29, 2021

- 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.:

*Administrative policy:*

ADC, Tobacco-Free Schools

Buena Vista School District R-31, Buena Vista, Colorado