



Title:

**Facility Use Guidelines (District)  
Customer Support Center**

Procedure No.:	<b>FS-300</b>
Effective Date:	<b>09/14/2017</b>
Supersedes No.:	<b>11/01/2016</b>
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**Introduction**

These guidelines are in support of district policy [KF – Use of District Facilities](#) for events or activities outside of their regular district use for school-based activities such as instructional events, theatrical performances, and athletic events.

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**Rental Instructions**

1. Complete and submit an [Indoor Facility Use Request Form \(District\)](#) or an [Outdoor Facility Use Request Form \(District\)](#).
  2. Allow a minimum of 10 business days for processing. Please note processing times may be longer during peak scheduling times from July 1 to October 1.
  3. Once a compatible site is identified, a facility use permit will be issued.
  4. The permit must be presented to the site custodian or designated employee for authorized access to the facilities.
  5. For any issues or if assistance is needed, CSC can be contacted 24/7 at (970) 490-3333.
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**Hours of Operation**

Hours of operation for district facility use are as follows:

1. During the school calendar year when school is in session, activities and events on Monday through Friday may start immediately after dismissal times at any school and must conclude by 10:00 p.m.
  2. During the school calendar year when school is in session, activities and events on weekends at all district sites may start:
    - a. On Saturdays at 8:00 a.m., concluding by 10:00 p.m.
    - b. On Sundays at 9:00 a.m., concluding by 4:00 p.m.; outdoor events must conclude by 10:00 p.m.
  3. During spring, winter, and summer breaks, activities and events on Monday through Friday may start at 8:00 a.m. and must conclude by 7:30 p.m.; outdoor events must conclude by 10:00 p.m.
  4. During spring, winter, and summer breaks, activities and events on weekends at all district sites may start:
    - a. On Saturdays at 8:00 a.m., concluding by 7:30 p.m.; outdoor events must conclude by 10:00 p.m.
    - b. On Sundays at 9:00 a.m., concluding by 4:00 p.m.; outdoor events must conclude by 10:00 p.m.
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**Availability**

Availability of district facilities will be determined by the following criteria:

1. All activities and events must not conflict with previously scheduled events.
  2. District sites may not be available for use when preventative maintenance, construction projects, or rehabilitation programs are scheduled.
  3. District sites may not be available for use when a district custodian or other designated employee is not available.
  4. For events and activities utilizing parking lots, please note the following:
    - a. Unauthorized overnight parking may be subject to towing.
    - b. A facility use permit must be issued for any activity other than parking.
    - c. Long-term parking is not allowed.
    - d. Parking lots are expected to be left in a clean condition after the event.
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**Compatibility, Safety,  
and Security**

The following regarding compatibility, safety, and security considerations shall apply to all use of district facilities:

1. Events and activities must comply with the intended use of the facility and not put the facility at risk.
2. Indoor events must not exceed the posted occupancy loads.
3. Events and activities must not exceed the capacity of parking lots.
4. [City ordinances 17-181 and 17-182 section \(b\)](#) prohibit overnight camping on district property.
5. Grass fields may be closed for use if degradation would likely result because of water shortage, drought, or other conditions that adversely affect the turf.
6. If district or personal property may be compromised, locations within district buildings may be restricted for use unless prior approval is obtained through the district site and the Customer Support Center.
7. Advertising must fall under district policy [KHC – Distribution/Posting of Non-District Communications](#).
8. Vending from a mobile food truck, pushcart, or other vehicle must comply with [City ordinances governing outdoor vending](#), and the vendor must have all applicable licenses.
9. Activities and events must comply with [City municipal code Chapter 20, Article II](#) on noise.

**Facility Use Fees**

The following facility use fees for district users shall apply:

1. Personnel, as defined in the [Facility Use Fee Schedule](#)

**Guideline Maintenance**

The director of facility services, or designee, shall maintain these guidelines.