



Title:

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

Procedure No.:	<b>FS-310</b>
Effective Date:	<b>04/01/2019</b>
Supersedes No.:	<b>09/14/2017</b>
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**Introduction**

These guidelines are in support of district policy [KF – Use of District Facilities](#).

**Rental Instructions**

1. Complete and submit an [Indoor Facility Use Request Form \(Community\)](#) or an [Outdoor Facility Use Request Form \(Community\)](#).
2. Submit a Certificate of Insurance as outlined below.
3. 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.
4. Once a compatible site is identified, a facility use permit will be issued.
5. The permit must be presented to the site custodian or designated employee for authorized access to the facilities.
6. For any issues or if assistance is needed, CSC can be contacted 24/7 at (970) 490-3333.

**Insurance Requirements**

Prospective community users shall furnish the district with proof of general liability insurance written on an “occurrence” basis with limits of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The district, its elected officials, and employees shall be named as additional insureds and a copy of the policy endorsement must be attached to the Certificate of Insurance.

Once a Certificate of Insurance is submitted, the district’s Risk Management department will verify the above requirements have been met prior to the Customer Support Center issuing a facility use permit.

**Hours of Operation**

Hours of operation for the community use of district facilities are as follows:

1. During the school calendar year when school is in session, community activities on Monday through Friday may start:
  - a. Immediately after the school’s dismissal time in the elementary schools, concluding by 10:00 p.m.
  - b. No earlier than 6:00 p.m. in the secondary schools, concluding by 10:00 p.m.
  - c. Activities or events are permitted before the school’s start time if the event or activity:
    - i. Falls under district policy [KBE/KJA – Support Organizations](#);
    - ii. Is a district-approved child care program; or
    - iii. Does not interfere with before school programming; CSC will contact the school principal for approval.
  - d. During the school calendar year when school is in session, activities and events on weekends at all district sites may start:
    - i. On Saturdays at 8:00 a.m., concluding by 10:00 p.m.
    - ii. On Sundays at 9:00 a.m., concluding by 4:00 p.m. for indoor events; outdoor events must conclude by 10:00 p.m.
  - e. During spring, winter, and summer breaks, indoor activities and events on Monday through Friday may start at 8:00 a.m., concluding by 7:30 p.m.; outdoor activities and events may start at 8:00 a.m., concluding by 10:00 p.m.
  - f. During spring, winter, and summer breaks, activities, and events on weekends at all district sites may start:
    - i. On Saturdays at 8:00 a.m., concluding by 7:30 p.m. for indoor events; outdoor events must conclude by 10:00 p.m.
    - ii. On Sundays at 9:00 a.m., concluding by 4:00 p.m. for indoor events; 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 community use when a district custodian or other designated employee is not available.
4. For events and activities utilizing parking lots, please note
  - a. Unauthorized overnight parking may be subject to towing.
  - b. Parking lots may only be available for community use on weekends during the school calendar year when school is in session, and available Monday-Sunday during spring, winter, and summer breaks.
  - c. A facility use permit will be issued for all community events or activities utilizing a parking lot. While there is no charge for the use of parking lots, a Certificate of Insurance will be required.
  - d. Long-term parking is not allowed.
  - e. Parking lots are expected to be left in a clean condition at the conclusion of the event.
  - f. Painting or use of chalk or other permanent markings is prohibited. Cones or other portable markers are allowed.
5. Personal use of tennis courts and tracks can be obtained through the Track & Tennis Court User Authorization.
  - a. Community users may access the district's guest wireless (PSD-OPEN) network. Guest wireless is available for use from 4:00 p.m. to 11:00 p.m. Monday-Friday and weekends 8:00 a.m. to 11:00 p.m.

**Compatibility, Safety, and Security**

Compatibility, safety, and security considerations shall apply to all community 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. Food and drink are allowed in cafeteria areas only; no food or drink (excluding water) is allowed on carpeted areas or in gymnasiums.
4. Events and activities must not exceed the capacity of parking lots.
5. [City ordinances 17-181 and 17-182 section \(b\)](#) prohibit overnight camping on district property.
6. In the event of inclement weather, district sites may be closed for use.
7. Grass fields may be closed for community use if degradation would likely result because of water shortage, drought, or other conditions would adversely affect the turf.
8. If district or personal property may be compromised, locations within district buildings may be restricted for community use unless prior approval is obtained through the district site and the Customer Support Center
9. Vending from a mobile food truck, pushcart, or other vehicle is not allowed.
10. Advertising must fall under district policy [KHC – Distribution/Posting of Non-District Communications](#).
11. Activities and events must comply with [City municipal code Chapter 20, Article II](#) on noise.

**Tables and Chairs**

Community users needing to bring tables and chairs into a district building for an event must receive approval from the custodial manager, or designee, ten business days prior to the event. The community user group will be responsible for all setup and tear down.



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**Issuance of Keys**

Community users renting select outdoor facilities may be issued a key to gain access to the facility. The following outlines the process for key issuance, use, and return:

1. A \$50 deposit will be added to the facility user permit per key issued.
2. Keys will be checked out by CSC; the community user must sign a Community Use Key Receipt Signature Form for all keys issued.
3. All facilities must be locked at the conclusion of the event.
4. Key(s) must be returned within 5 business days after the final date of the event or activity. If the key is lost or is not returned within this timeframe, the community user will forfeit their deposit and a \$50 lost key fee will be assessed on the facility use invoice.
5. Upon return of the key(s), the \$50 deposit will be removed from the facility use invoice.

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**Facility Use Fees**

The following facility use fees for community users shall apply:

1. Building rental fees, as defined in the [Facility Use Fee Schedule](#).
2. Personnel, Equipment, Synthetic Field Rental, and Additional Fees as defined in the [Facility Use Fee Schedule](#).

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**Guideline Maintenance**

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

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