

**COMMUNITY USE OF SCHOOL FACILITIES
(Revised 11-13-18)**

The superintendent shall be authorized to permit use of the school buildings, school grounds and school properties. It is the desire of the Board to make the district's buildings, grounds and properties available to the Telluride community with priority always given to the students of the school district.

Community groups and special events coordinators may use school facilities when such uses will not interfere with the school program. Non-school use shall be allowed in accordance with the following criteria:

1. There shall be no direct cost to the school district.
2. There shall be no interference with school programs or activities.
3. There shall be adequate protection of school district facilities, personnel, and other assets.
4. The use shall be generally beneficial to the community.
5. The use shall not be of a partisan political nature, disruptive, dangerous or frivolous, or of a nature which if uniformly extended would result in uses which would impinge upon school district use or involve activities which are potentially disruptive or dangerous; groups using school facilities shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder and not restrictive by reason of race, creed, or sex.
6. Any use shall remain within the ultimate discretion and control of the school district.

All arrangements shall be subject to the following provisions:

All revenues derived from fees charged for use of buildings, grounds and properties shall be deposited in the general fund of the District.

Section 2: Conditions Governing Use

1. As a general rule, aside from historic contractual obligations, school buildings will not be available for use by non-school groups during school hours or during planned school activities, nor during the two weeks before opening or the week after closing of the school for the regular term.
2. Visitors: Any person entering a school building is required to sign in with the main office and receive a Visitor Pass. Rental attendees, who are obtaining access outside the hours of classroom operation, are not required to obtain passes. All outside access is strictly monitored.
3. All uses must be scheduled with the District Facility Coordinator. No advertising of events on District property may take place until a rental agreement is signed and a deposit is received. (See Procedures for Rental of Space and Equipment; File: KF- R)
4. The possession and/or use of tobacco or vaping products, marijuana use or illegal drugs is prohibited by Board decree and Federal Law.
5. No alcohol, tobacco products, vaping or marijuana use or possession shall be allowed in school facilities or on school grounds.

Procedures for Rental of Space and Equipment

1. Any group or individual seeking to use a school facility must complete an application and contract provided by the Facility Coordinator. In no case may "special" arrangements be made with individual faculty/staff members for the use of their space/equipment. All requests must be approved by the Facility Coordinator.
2. The Facility Coordinator will, at the time the application is approved, collect all deposits, complete a rental agreement and coordinate the use of keys to the building. A 50% rental deposit is due upon receipt/acceptance of any contract. All balances are due at least 10 days prior to event. For long-term (multi-week) contracts, a pre-determined, significant key deposit will be charged for issuance of multiple key sets. Lost keys will be charged at \$250 per key. Any key or additional deposits may be held for up to ten (10) working days following the completion of the rental activity. An acknowledgment of receipt and inventory of equipment/materials and space must be executed by the applicant upon delivery. The school reserves the right to refund or to keep the deposit in the event the applicant shall not comply with the rental terms. A deposit may be required even if no fees are assessed.
3. Rental fees are due prior to access. No keys will be released without all deposits, fees and a valid Certificate of Liability insurance in place. (See Section 2; item 9)
4. When use of the kitchen is required by non-school groups for the purpose of preparing and selling food to the public, a \$35.00 pre- and post-inventory fee will be charged by kitchen personnel. The renting group will be charged for any necessary replacements.
5. Renters are expected to leave facilities in the same condition and set up as they are found at the time of rental. If an area used is left in unsatisfactory condition, it will be cleaned by staff and the contracted individual and/or group will be charged. The cleaning fee is \$45.00 per hour, with a 2 hour minimum. A \$50.00 fee will be charged if the lights are left on; or if the building is left unsecured following a rental event. Additional fees may also include trash removal, utilities and replacement supplies. Additional guidelines and all fees for use are included in the rental agreement.
6. Any applicant proposing to use the school at any time must designate one person authorized to:
 - a) Sign the contract; and
 - b) Check out and return all keys issued, on the first business day following the rental..
7. Unauthorized access of any district facilities will be considered trespassing and violators will be reported to the Telluride Marshalls Department. Violators will be invoiced, at the maximum hourly rate, for times of unauthorized access.
8. Renters are responsible for loss due to theft or vandalism if doors are propped open or left unlocked.
9. Since uses vary by group and/or event, additional terms and conditions may be included in the rental agreement.
10. Additional fees, refunds and cancellations: The District will charge a \$25 administration fee for all cancellations. The balance of deposits and fees paid will be refunded in full. An additional \$25 administration fee will be charged for changes to contracts. A \$45 fee will be charged per request for access outside of the rental time frame or regular business hours.