

## Community Use of School Facilities

All rentals of school buildings are handled through the superintendent's office.

### Free use of facilities

The following groups will receive free use of facilities.

1. All school-affiliated groups.
2. Any meeting for educational purposes by city, county, state or federal governmental groups or Colorado colleges.
3. The Swink Lions and Senior Citizens (as a group).

### Eligible organizations

There are four classifications of nonschool uses of school facilities. These have been established for the purpose of determining rental charges and other fees.

#### 1. School Sponsored Extensions

Use must be to enhance an educational or activity group of the school. Such events must be opened to all students of the Swink School District of appropriate age through a school distributed text or flyer that is approved by the Superintendent. 2/3 of the participants must attend or live in the Swink School District. Sponsors/coaches must not be paid and no group profit will be made. These groups will be covered under the district's liability insurance and will not be charged.

#### 2. General

Use must be for purposes that are educational, charitable and/or of general community interest. Such events must be opened to the public in general with no admission charged or contributions taken for local group profit. Proof of insurance will be required.

#### 3. Noncommercial

Private clubs and groups with exclusive membership, community organizations, registered non-profit groups and individuals for personal use may use the facilities and be charged for operating costs. Proof of insurance will be required.

#### 4. Commercial

All business or commercial organizations which use school buildings will be considered under this group. Included will be community and locally sponsored noncommunity groups requesting use of the school facilities for fundraising purposes which are not necessarily devoted to educational, charitable or

community interest activities. Admission may be charged or contributions received.

Fees for the use of school facilities will be based on the following schedule:

	Sch Sponsored	General	Non-Commercial	Commercial
Conf Room	NC	NC (Staff Pay)	\$30 (Staff Pay)	\$35 (Staff Pay)
Multi-Purpose Room/no kitchen	NC	NC (Staff Pay)	\$30 (Staff Pay)	\$50 (Staff Pay)
Multi-Purpose Room w/kitchen	NC	NC (Staff Pay)	\$40 (Staff Pay)	60 (Staff Pay)
Gym w/out locker rooms	NC	NC (Staff Pay)	\$20/2 hrs.* (Staff Pay)	\$50/2 hrs.* (Staff Pay)
Gym w/lockers	TBD by Superintendent	TBD by Superintendent	TBD by Superintendent	TBD by Superintendent
Fields w/lights	NC	NC (Staff Pay)	\$20/2 hrs.* (Staff Pay)	\$50/2 hrs.* (Staff Pay)

\*After the minimum charge for two hours a \$10/hour charge will be assessed for each additional hour.

An alternative fee schedule may be developed for non-commercial groups at the discretion of the superintendent and/or Board.

A refundable, separate but due at the same time, payment of \$50 cleaning/damage deposit will be required for the use of all facilities payable with the facilities user fee. Deposits will not be required for Lions Club and Swink Senior Citizens.

Damage incurred over \$50 will be the responsibility of the user.

Separate and additional charges will be made for cooks, custodial and maintenance services as follows:

1. There will be no charge for custodial services when a building or room is used for educational purposes.
2. The cleaning/damage deposit will be assessed (in part or in full) as determined by the superintendent.
3. When school facilities are used for general, noncommercial and commercial purposes, the rate will be time and one-half of the custodian's or cook's regular hourly wages plus benefits, with a minimum of two hours. The time will start when the employee opens the doors of the building.
4. Fees to be charged for services and equipment owned by the school will be determined by the superintendent and agreed upon before they are used.
5. Whenever a non-school sponsored group is permitted to use a school facility, at least one district employee must be on hand, paid for by the organization (unless

he/she volunteers their time), when in the opinion of the superintendent it is necessary to supervise and protect the school property.

### **Prohibited activities**

1. Smoking, chewing or any other use of tobacco products within the building or on school is prohibited in accordance with state law and Board policy on tobacco-free schools. If an individual group does not comply with this policy or these regulations, the group will be denied use of district facilities for a period of no less than 18 months.
2. Use or possession of alcoholic beverages, marijuana or controlled substances is not permitted on school grounds or in school facilities. Failure to comply will be dealt with by local law enforcement agencies.
3. All disruptive or illegal activity, including obscene language, quarreling or fighting.
4. Illegal parking: parking should not occur in fire zones and prohibited parking areas.
5. Unlicensed gambling.

### **Damage**

- a. The approved party will be responsible for all damages and losses to the school facility and/or the contents and must indemnify and hold harmless the Board and its employees from any claim resulting from or arising out of the use of the school facilities named in the application or any part of the facilities covered in the application.
- b. The Board will not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property must be removed from the facility immediately after the use or before such time that the materials will interfere with school activities.

### **Insurance**

- a. School district property insurance and comprehensive general liability insurance do not extend to non-school sponsored community or other groups using school facilities.
- b. The district requires non-school groups to provide certificates of insurance in the following amounts:
  - (1) Entities which can establish coverage under the Colorado Governmental Immunity Act must provide certification of proof of insurance at least to the limitations provided in the act.

- (2) All other entities not protected by the limitations of the Governmental Immunity Act must provide a certificate of insurance in the amount of \$500,000.

### **Nondiscrimination**

All users are subject to laws and regulations applicable to school districts which prohibit unlawful discrimination based upon age, sex, sexual orientation, national origin, race, color, ancestry, creed, religion, marital status, disability or need for special education services.

Approved: January 27, 1987  
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LEGAL REFS.: C.R.S. 22-32-109 (1)(bb)  
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. 25-14-103.5

CROSS REF.: ADC, Tobacco-Free Schools

Swink School District #33, Swink, Colorado