SOUTH ROUTT SCHOOL DISTRICT RE-3
305 South Grant Street
PO Box 158
Oak Creek, CO 80467
Telephone: (970) 870-3799 Fax: (970) 870-3789
SOROCO Middle/High School (970) 870-3790
Oak Creek, Colorado
South Routt Elementary School (970) 638-4558
Yampa, Colorado

APPLICATION FOR USE OF SCHOOL FACILITIES

South Routt School District RE-3 (SRSD) recognizes that the cost of construction for physical plants and grounds hereby referred to as "facilities" has been paid for by property taxes. The maintenance of facilities is the responsibility of the school district. It is recognized that there is a base cost to operate facilities. As use of the facilities increase, the cost of operation increases. Use of facilities causes expense to the school district in several categories: clerical, maintenance, custodial, security, supplies and utilities.

The fee rate structure is intended to offset operational costs of facilities and grounds that are not SRSD RE-3 Prek-12 educational programs. The Superintendent shall determine the rental/use fees for facility use and update them periodically.

The scheduling of facilities and grounds use shall be site based. The Athletics Director, Director of Maintenance, Operations & Transportation (MOT Director) and School Principal or their designee must approve requests for field/site use. The Athletic Director and School Principal or their designee must approve the interior athletic areas of school facilities use.

LIMITATIONS OF PROPERTY USE: District property shall not be used for activities which:

- Advocate social or political change by violence.
- Advocate or advance any doctrine or theory subversive to the Constitution of the United States, the Constitution of Colorado, or federal, state and local law or ordinances.
- Organize or convene a secret organization for subversive proposes.
- Assist in raising funds for any of the above purposes.
- Would be incompatible with the school neighborhood.
- Violate any district policy or federal, state or local law.
- Be in conflict with a district program.
- Jeopardize the safety, security, or supervision of individuals or district property.
- Are not community related and are for private purposes or for public or private profit-making activities.

PROPERTY/BUILDING USE PERMITS MAY BE DENIED OR REVOKED AND PREPAID FEES/DEPOSITS FORFEITED FOR:

- Repeated or material violation of the policy, regulations, or terms and conditions of the property use.
- Repeated short notification of cancellations.
- Failure to pay rental fees.
- Failure to submit deposits at least 10 days in advance (when deposits are applicable).
- Inappropriate behavior.
- Damage to district property.
- Being in conflict with maintenance, repair, renovation or construction activities.
- Property use shall not be allowed during the regularly scheduled school day unless specifically authorized by the principal or designee.
- When weather conditions cause fields to be snowy or extremely wet or muddy, fields shall be closed to all use. Any exceptions shall be approved by both the school Principal and the MOT Director.

DISTRICT PROPERTY SHALL NOT BE AVAILABLE FOR USE:

- On designated school days off, in-service days, school vacation periods, legal holidays, or on weekends immediately preceding or following the aforementioned periods. This provision may be waived if staff is available to clean and provide security for the facility and it is at no additional expense to the school district.
- When appropriate district employees are not available to be on premises during the intended use.
- Use of any field from October 1 through May 1. School programs may use fields if conditions are appropriate for the use. Any exceptions shall be approved by both the school Principal and the MOT Director.

District property shall not be used for any private events including: parties, dances, weddings, receptions, funerals or memorials unless authorized by the Superintendent for extenuating circumstances.

GENERAL REGULATIONS FOR PROPERTY USE:

- ***Safety***- Applicable fire and safety laws/regulations and district policies and procedures governing the use of school property must be observed at all times. It is strongly recommended that each group have a cell phone for emergency calls. Each group should have a first aid kit and have a responsible person trained in First Aid, CPR and AED.
- ***Tobacco, Alcohol and Illegal Substances*** – Use of tobacco products, illegal substances and alcoholic substances are prohibited at all district buildings and on all district grounds and in all district vehicles. Failure to comply with this regulation will be grounds for immediate termination of the property use permit and may be grounds for legal action.
- ***Weapons*** – No weapons of any kind are permitted on district property. Failure to comply with this regulation will be grounds for immediate termination of the property use permit and may be grounds for legal action.
- ***Gambling*** – Gambling is prohibited on all district property. Failure to comply with this regulation will be grounds for immediate termination of the property use permit and may be grounds for legal action.
- ***Indemnification*** – As part of the application for property use, the applicant agrees to indemnify and hold harmless South Routt School District's officers, agents and employees from liability, damage, loss, cost and expenses that may accrue to or be sustained by the School District, its officers, agents or employees on account of any claim, suit or action made or brought against the school district, its officers, agents or employees for the death of or injury to persons or destruction of property involving the undersigned user, its employees, agents, representative and guests sustained in connection with the use of the facilities of the South Routt District pursuant to this Use Agreement.
- ***Insurance*** – Whenever any organization or individual uses school property for any use, that organization or individual shall be insured and the School District shall be added as Additional Insured onto their/his/her policy. The minimum limits of liability are $1,000,000 each occurrence and either $1,000,000 or $2,000,000 Aggregate. The policy form for all organizations is named Commercial General Liability.

Cancellation – The building use agreement may be cancelled by the School District upon 48 hours written notice to the group reserving the facilities of the South Routt School District RE-3 at the address specified on the Building Use Agreement. In the event of an emergency closure or cancellation due to weather or circumstances beyond the district's control, the cancellation may take place in a time period of less than 48 hours. In the event of an emergency closure, the district will attempt to contact the Building Use Agreement responsible party as soon as possible to alert them of the emergency closure. Emergency closure will be what the School District deems as an emergency and may include but is not limited to mechanical system malfunctions, flood, leaks, electrical disruption, vandalism, any unsafe conditions, wet or snowy field conditions, and other unanticipated conditions. The School District may cancel or revoke a property/building use permit at any time when determined by the superintendent or designee to be in the best interest of the School District. When this occurs, charges or fees charged to the user shall be refunded. This action will be taken only when necessary due to

unavoidable circumstances, and attempts will be made to provide alternative space. If the School District elects to cancel this agreement, both parties shall be released from any obligation contained herein and the group shall have no claim against the School District for any damages including, but not limited to actual consequential and/or incidental damages

PERSONAL PROPERTY:
The District shall not be held responsible for any damage or loss that may occur to non-school property brought on to the premises.

STORAGE SPACE:
The District shall not provide storage space for user's materials and equipment. Items belonging to the users must be removed after each use.

PRIORITIZATION OF PROPERTY USE:
Property use shall not conflict with the requirements of the District's educational or athletic programs. School sponsored programs/uses will have first priority over all other uses.

COMPUTER AND A/V USE:
Building Site and Field Usage Agreements do not include the use of electrical/electronic equipment such as computers, overhead projectors, audio or video equipment unless specific authorization is granted on the building use agreement. A separate fee sheet is used for this calculation.

SIGNS, BANNERS, ADVERTISING, AND DECORATIONS:
Users of school facilities or grounds shall not post decorations, signs, posters, banners or advertising without approval of the building principal. Decorations, signs, posters, banners or advertising shall be made of slow burning materials and shall conform to all school, local and state regulations governing such equipment and shall not be attached to walls, floors or ceilings (except where anchors are presently provided). Blue masking tape shall be used to affix any decorations, signs or posters approved to be posted. The user is responsible for removal of all decorations, signs or posters. User shall be responsible for any damage caused by posting of decorations, signs, posters, banners or advertising. No penetrations into the ground shall be made. Signs, posters and banners promoting alcohol or tobacco use are not permitted on school grounds or buildings. All signs and banners shall be temporary and shall be removed within 48 hours (or sooner if required by the school administrator) after the conclusion of the event.

MODIFICATIONS TO BUILDINGS OR SITES:

The following are specifically prohibited; these include, but are not limited to:

- Modifications to the building and sites.
- Changing/modifying EXIT signs or lighting.
- Temporary electrical or mechanical connections/modification.
- Open flame.
- Smoke generation.
- Placing penetrations into the ground.
- Blocking, impeding or creating any hazard that could slow the exit from the facility or cause damage to the facility.
- Vehicles on field or trails.

KITCHEN/FOOD LAB:

Property use permits for food preparation/food serving areas may be granted if the request complies with the SRSD RE-3 Nutritional Service guidelines and legal requirements and has been approved by the Director of Nutritional Services or their designee. A Nutritional Service supervisor may be required. The cost of the specialized person will be paid by the building user. User shall be held responsible for costs for additional cleaning, sanitation, damage or loss of equipment, or consequential damages caused by the user.

1. _____
Name of organization Contact person

2. _____
Name of Event

3. _____
Mailing Address Phone Number

4. _____
Dates and times of event Fee for Participants

5. _____
Mailing Address and phone numbers

The following conditions are attached to community use of school facilities:

a) All community and commercial uses will be assessed a fee to help cover the cost of supplies, utilities and custodial services associated with use of the school facilities. The fees are as follows and will be paid in advance:

Facility Type	***Youth Non-commercial Use***	***Youth Commercial Use***	***Community Non-Commercial Use***	***Community Commercial Use***
HS or Elementary Gym	*No Fee*	*$20.00 per hour*	*$20.00 per hour*	*$40.00 per hour*
Classroom	*No Fee*	*$5.00 per hour*	*$5.00 per hour*	*$10.00 per hour*
Administration Meeting Room	*No Fee*	*$5.00 per hour*	*$5.00 per hour*	*$10.00 per hour*
Cafeteria/HS Commons	*No Fee*	*$5.00 per hour*	*$5.00 per hour*	*$10.00 per hour*
Kitchen/ Food Lab	*No Fee*	*$20.00 per hour*	*$20.00 per hour*	*$40.00 per hour*
Athletic Fields	*No Fee*	*$20.00 per hour*	*$20.00 per hour*	*$40.00 per hour*
Set-up (including use of any equipment and/or bleachers)	*$20*	*$20*	*$20*	*$20*
Chair Set-Up (gyms only, whenever chairs are requested)	*$80*	*$80*	*$80*	*$80*
Cleaning Fee (any time food is available in the facility or restrooms are needed)	*$20*	*$20*	*$20*	*$20*
Custodial/Kitchen Worker Fee	*$20.00 per hour*	*$20.00 per hour*	*$20.00 per hour*	*$20.00 per hour*

Total Due for this use: $_____ Date Paid: _____ Check Name and #: _____

Security Deposit: $_____(Please make this deposit a separate check from the fee)

b) The undersigned will be responsible for any property damage occurring to school facilities during their use and waives the South Routt School District for injuries or personal property damage incurred during use of school facilities. _____(initial)

c) No one but the signee will have access to school keys. School keys **will not** be duplicated. Keys must be returned to receive refund of security deposit. _____(initial)

d) School facilities will only be used at times stated in the application. _____(initial)

e) A check for a $100 security deposit is required and will be refunded upon school determination that there are no damages or maintenance issues and that all terms of the agreement have been met. _____(initial)

f) Individuals using school facilities noting any dangerous conditions existing at the school are to report these immediately to the building principal for correction. _____(initial)

g) Any non-school use could be bumped with a minimum of a seven (7) day notice. _____(initial)

h) The school district will be responsible for the set-up and break down of equipment. It is the responsibility of the undersigned to ensure that all lights are out, doors are locked and necessary clean-up is complete prior to leaving the building. Any time food is served or available, there will be a cleaning fee charged. Groups are responsible for any clean-up or may hire one of custodians for the duration of the event. The facility will be left in the same condition it was found. _____(initial)

i) Any athletic or at-risk uses, as defined by the South Routt School District, are required to have **every** participant sign a release of liability for injuries that might occur as a result of the activity. The undersigned is responsible to have all participants complete a liability release and the release must be on file for every participant at any given time. When the program is complete, the undersigned agrees to submit all participant waivers to the school district. _____(initial)

j) Alcohol, drugs and smoking or use of any tobacco products on school property is strictly prohibited by Colorado statute. _____(initial)

k) The user indemnifies and holds harmless the School District, its officers, agents and employees against any claims, damages, awards or other matters of whatever nature arising out of or related to use by the facility users. _____(initials)

l) The facility user shall provide to the School District evidence of general liability insurance in an amount equal to the monetary limits of liability set forth in the Colorado Governmental Immunity Act as now in effect or as hereinafter amended. Proof will be by way of certificates of insurance which shall show the School District as an additional insured and which shall provide that such insurance will not be cancelled or modified without thirty (30) days notice to the School District. _____(initials)

m) The user will ensure that their participants will not have unsupervised children accessing any areas of the school district during their event. Any children accompanying their parents to this event are required to stay within sight of the guardian at all times._____(initials)

I hereby accept the terms of this contract.

_____ _____

Signature of responsible individual Date

_____ _____

Signature of school district administrator Date

OTHER NOTATIONS: *(List equipment to be used. If using MS auditorium, include addendum for costumes/lights/sound)*

Keys: Date Out:_____(employee initials) Date In:_____(employee initials)

Deposit Amt. Paid and Ck. #:_____(employee initials)

Check Status after event:_____(employee initials)