

Facility Use Rules and Regulations

Facility Fees:

Durango School District 9-R school facilities are available to the community for educational, civic, and cultural purposes. School facilities may be used at times that will not interfere with school programs or school-sponsored activities. The use of school facilities involves certain costs to maintain compliance with financial policies, OSHA regulations, and to provide fairness to the community and the school District. These costs may include, but are not limited to, the cost of facility maintenance such as, utilities, supplies, trash pick-up, snow removal, insurance, and other similar overhead expenses (i.e. security, custodial, etc.). Durango School District 9-R has determined that the costs to support extra community use must not come at the expense of instructional programs; therefore, facility user fees and custodial charges are charged to all organizations desiring the use of school facilities. The purpose for which the organization desires the use of school facilities will determine the charges.

The District will determine and schedule the minimal staff support services necessary for the activity scheduled and the facility to be used. This includes, but is not limited to, opening of the building for an activity, remaining throughout the activity, and as long as is necessary to properly close/prepare the building for the next day's use. If special requests are made for altering the normal set-up of a specific area or for the use of special equipment, additional fees and/or staff charges will be necessary to cover these expenses. School equipment is to be used by school personnel or under their immediate supervision. Durango School District 9-R determines the personnel needed to properly supervise, protect, and safeguard school property during any activity.

Facility user fees apply to all non–Durango School District 9-R events, including school clubs that are not Durango 9-R sponsored events. In addition, Durango School District 9-R employees using school facilities for non–school related functions will be subject to the same facility user fees, rules, and regulations that apply to non-Durango School District 9-R events.

Procedures for placement of events on calendar:

Requests will be handled in the order in which they are received and must be submitted at least 1 (one) month prior to the event date. Organizations requesting use of the District's facilities are required to fill out a Facility Use Request Form online through our website. Upon form submission, the Operations Department will review for approval. Once approved, the event will be placed on the District's Master Calendar and forwarded to the Finance Office for billing purposes. No request shall be considered complete until the following has been received by the District:

- A signed "Facility/ Field Request / Use Agreement" Form.
- A Certificate of Liability Insurance (see details below).
- The payment for the use of the facility (seven days prior to the event).

Holidays/PD Days/Blackout Dates:

District buildings are not available during scheduled District holidays, Professional Development Days, or Blackout Dates listed on the calendars located on our District website.

Facility Use Rules:

1. Applications for use of school facilities must be completed online through the link on our District website. Reservations are pending until final approval has been obtained through the school/building, Operations Department, Finance Department, and are dependent on the availability of staff support services deemed necessary.
2. All events approved by the Finance Department are subject to immediate cancellation for reasons determined necessary for proper school functionality, violations to this agreement, and for actions or activities that are detrimental, destructive, or dangerous to Durango School District 9-R personnel and/or property.
3. Organizations using school facilities will assume full responsibility for any damages to school property. The organization is expected to pay for any damages caused through accidental or intentional negligence or violation of the District's rules or policies.

4. All organizations must obtain a Certificate of Liability Insurance (CLI) for not less than \$2,000,000 for “**Each Occurrence**”. A CLI must be on file with the District prior to the use of any facilities, Durango School District 9-R must be named as an “Additional Insured”, and also listed as the Certificate Holder.
5. Organizations using school facilities must provide adequate supervision during their event and must have an adult (18 years or over) present at all times. Organizations using outside school facilities (i.e. fields, track, stadium, etc.) will be required to use portable toilets unless arrangements have been made to access building restrooms and additional costs will apply.
6. The facility user is not permitted to request volunteers for
7. Possession or consumption of alcoholic beverages or any illegal substance is strictly forbidden on school grounds and in school buildings at all times. **No Exceptions!**
8. State law strictly prohibits smoking in the buildings and on school grounds at all times. Animals are strictly prohibited from all school property, with the exception of trained Service Animals.
9. Use of school facilities will be limited to those areas and equipment specifically requested in the application.
10. Any moving of equipment will be done by school personnel and be charged back to the facility user. Putting up decorations/scenery or moving pianos/furniture is prohibited unless prior written permission is given from the District. Nothing shall be pinned or taped to curtains or painted surfaces. Nothing may be applied to the stage floor without prior permission of the theater instructor.
11. Nothing shall be sold, given, exhibited or displayed, including refreshments, without written permission from the District. Food and ALL beverages are prohibited in the auditorium and gymnasiums. It is the responsibility of the facility user to monitor this policy.
12. Durango School District 9-R will not be responsible for damages to or loss of property upon its premises that are sustained by any applicant or patron who is participating in any program held on 9-R property.
13. Durango School District 9-R and its representatives must have free access to all areas at all times. The final decision regarding any issues relating to public safety will remain with the District.
14. Final billings depend on actual time and labor rather than on estimates made at the time of the application. Payment is due within 30 (thirty) days of invoice date. Invoices that are 30 days past due will be assessed a 1.5% penalty fee per month. All unpaid invoices will be turned over to a collection agency after 90 (ninety) days from the date of the invoice. Applicants who have any outstanding charges will not be eligible to use any school facility in the future.
15. Non-Profit Organizations are required to provide proof of tax status by submitting their 501(c)(3) status. The District will then verify with the Internal Revenue Service (IRS).
16. Kitchen facilities may not be used without the prior District approval and participation of at least one 9-R school cafeteria employee. However, applicants may supply additional kitchen help.
17. Custodians and other school personnel are not to be given tips or other remuneration for using school facilities.
18. If a date is left open between a rehearsal and a performance, or a rehearsal and a rehearsal, the stage must be cleared as much as possible to allow for school functions.
19. The facility user is responsible to maintain compliance with and adherence to, all Americans with Disabilities Act (ADA) regulations.
20. A custodial charge will be assessed if the facility is used during times other than the normal custodial hours or if clean-up is necessary after the event.
21. All fire exits must be kept clear at all times. Fire regulations prohibit any standees or temporary seating in the auditorium.
22. If the bleachers are to be used, District staff will set them up in advance. For safety purposes, bleachers may not be pulled out only halfway. They must remain pulled out all the way or

pushed in and locked.

Emergency Use Rules:

From time to time, community emergencies may necessitate the use of Durango School District 9-R facilities. Emergencies may include, but are not limited to, using schools as evacuation centers, command centers for emergency operations, community wide immunization clinics, etc.

Any governmental organization that wishes to use a District facility as an emergency evacuation or command center site must contact the Superintendent or designee for building access. Depending upon the nature of the community emergency, schools may be closed in accordance with the District's school closure regulations to accommodate the request for emergency use. Fees will be determined by the District Operations Department on a case by case basis.

Cancellations:

Durango School District 9-R understands that there are times when cancellations are necessary. However, when a time has been reserved, it blocks anyone else from using the facility. In an effort of fairness to all facility users, cancellations may be made without penalty anytime up to two weeks before the scheduled time according to each contract.

If the cancellation occurs within 2 weeks of the start of the event, the facility user will be billed 50% of the total invoice amount.

If the cancellation occurs within 48 hours of the event date, the facility user will be billed the full invoice amount and any security deposit will be used towards their total bill.

Building Use Charges & Additional Fees

Building/Field Use Charges (Fee Schedule)	Per Hour
Auditorium	\$100.00
Board Room	50.00
Board Room w/ Video Conferencing Equipment w/ Tech & Large Screen.....	90.00
Kitchen/ Cafeteria	50.00
Classrooms.....	40.00
Conference Room	40.00
Conference Room w/ Video Equipment & Tech.....	75.00
Elementary Gym.....	40.00
Secondary Gym	55.00
TLC Lab w/Tech.....	75.00
Stadium & Ball Field	25.00
Ball Field	10.00
Ropes Course @ Escalante Middle School	60.00
Front Lawn	10.00
Security Staff	30.00
Additional Staff	25.00
Library	50.00

Non-Profit Building/Field Use Charges	Per Hour
Auditorium.....	\$50.00
Board Room	25.00
Board Room w/ Video Conferencing Equipment w/ Tech & Large Screen.....	45.00
Kitchen/ Cafeteria	25.00
Classrooms.....	20.00
Conference Room	20.00
Conference Room w/ Video Equipment & Tech.....	37.50
Elementary Gym.....	15.00
Secondary Gym	15.00
TLC Lab w/Tech.....	37.50
Stadium & Ball Field	9.50
Athletic/Ball Field	2.00
Ropes Course @ Escalante Middle School	30.00
Front Lawn	5.00
Security Staff	30.00
Additional Staff	30.00
Library	25.00

Additional charges:

1. District Security personnel.
2. Additional employees (custodians or kitchen staff), depending on the nature and date of the activity. **Please note that for events on Saturdays and Sundays, custodial staff time will be charged to the facility user for at least 3 hours.*
3. Special liability insurance if required.

4. School equipment usage if authorized.
5. Other special costs as determined by the building principal, the superintendent, or designee.

Security Deposits

1. Must be paid to the District prior to use of the facility
2. Recurring facility use of 6 months or less requires a security deposit of \$250 at least 2 weeks prior to the start of the event. This deposit will be applied to the last invoice(s) of the event.
3. Recurring facility use over 6 months or more requires a security deposit of \$500 at least 2 weeks prior to the start of the event. This deposit will be applied to the last invoice(s) of the event.

Equipment Usage Fees:

- A non-refundable equipment usage fee of \$5 per event date is required for the use of gym equipment.

There will be a minimum facility use charge of one hour, and charges for portions of hours will be rounded to the nearest quarter hour.

Final billings depend on actual time and labor, rather than on estimates made at the time of the application, and will include set up and break down time.

Security, Custodial, and Kitchen personnel will be determined at the discretion of the school District, depending on the nature and size of the event.

Please make check payable to: **Durango School District 9-R**

Please send check to:

Attn: Finance Department

Durango School District 9-
R 201 East 12th Street
Durango, CO 81301

(970) 247-5411, Ext. 1429

(970) 385-4329 Fax

Cafeteria Facility Use Policy

The Food and Nutrition Services Department is required to comply with all local Health Department sanitation standards to ensure the prevention of food-borne illness. The Child Nutrition and WIC Reauthorization Act requires the implementation of a HAACP (Hazard Analysis Critical Control Points) program in all school kitchens. It is designed to ensure that food safety and bio-security is strictly adhered. We must ensure that all those using the kitchen do nothing to contaminate food items or preparation surfaces. We cannot compromise our food safety and sanitation procedures potentially exposing our students to suffer the consequences of a food-borne illness outbreak at the school.

In addition, there are safety issues with which we must comply. All of our equipment is institutional and most people are unfamiliar with how to operate our equipment, the proper cleaning of the equipment, or

the dangers associated with its improper use. Liability issues require at least one of our staff members to be present to supervise the operation of all equipment at all times.

The use of District cafeteria facilities is subject to all regulations that apply to the use of any other school facility, as well as the following:

1. Cafeterias are not available for use during school hours between 6: 00 a.m. and 2: 00 p.m.
2. A cafeteria employee must be on duty whenever the kitchen facilities are being used. The employee shall be present in a supervisory capacity only, shall be responsible for the compliance of these regulations, and district staff time will be charged to the facility user.
3. All kitchen use must be approved by the school principal and the food service nutrition supervisor, with the scheduling arranged through the District Office. All approvals must be obtained at least one week prior to the use of the kitchen to ensure adequate staffing.
4. It is preferred that District food service pots and pans be used for heating and cooking foods. All outside pots and pans must be washed and sanitized in the dish machine before use in the kitchen. All outside pans must be clearly labeled with the outside organization's name.
5. Storage containers to remove left-over items at the conclusion of event must be brought in and washed and sanitized in dish machine before use.
6. The dish machine is to be operated only by a District cafeteria staff member.
7. Access to kitchen equipment and storage areas are limited to student nutrition employees and persons necessary to the operation and maintenance of the food establishment.
8. No District food or supplies shall be used (i.e. foil, napkins, plates, spoons, forks, gloves, cups, bowls, saran wrap, ziplocks, herbs and spices etc.).
9. No District dishes, pots, pans, and/ or utensils shall be removed from the kitchen without the permission of the cafeteria employee in-charge.
10. The storage of third-party food in the kitchens during operating hours is not permitted. Alternate arrangements will need to be made for the storage of these items.
11. All dishes, utensils, food, and other items brought into the kitchen by the organization shall be removed at the conclusion of the scheduled function.
12. All surfaces, including the stovetop, must be thoroughly cleaned with hot, soapy water. Only food service cleanser and sanitizer may be used on food surfaces.
13. At the conclusion of the event and prior to leaving the facility, the following must be completed by the facility user:
 - a. Clean all sinks and remove any debris from the drain baskets.
 - b. Take out trash and replace cans with a clean liner.
 - c. Sweep and mop floors.
 - d. Double check that all equipment is turned off; dish machine is drained, cleaned and turned off; ovens are turned off; hot holding units are off.
 - e. Double check that the refrigeration and freezer doors are closed.
 - f. Double check that the rolling doors are closed.
 - g. Make sure the kitchen is secure and the lights are turned off.