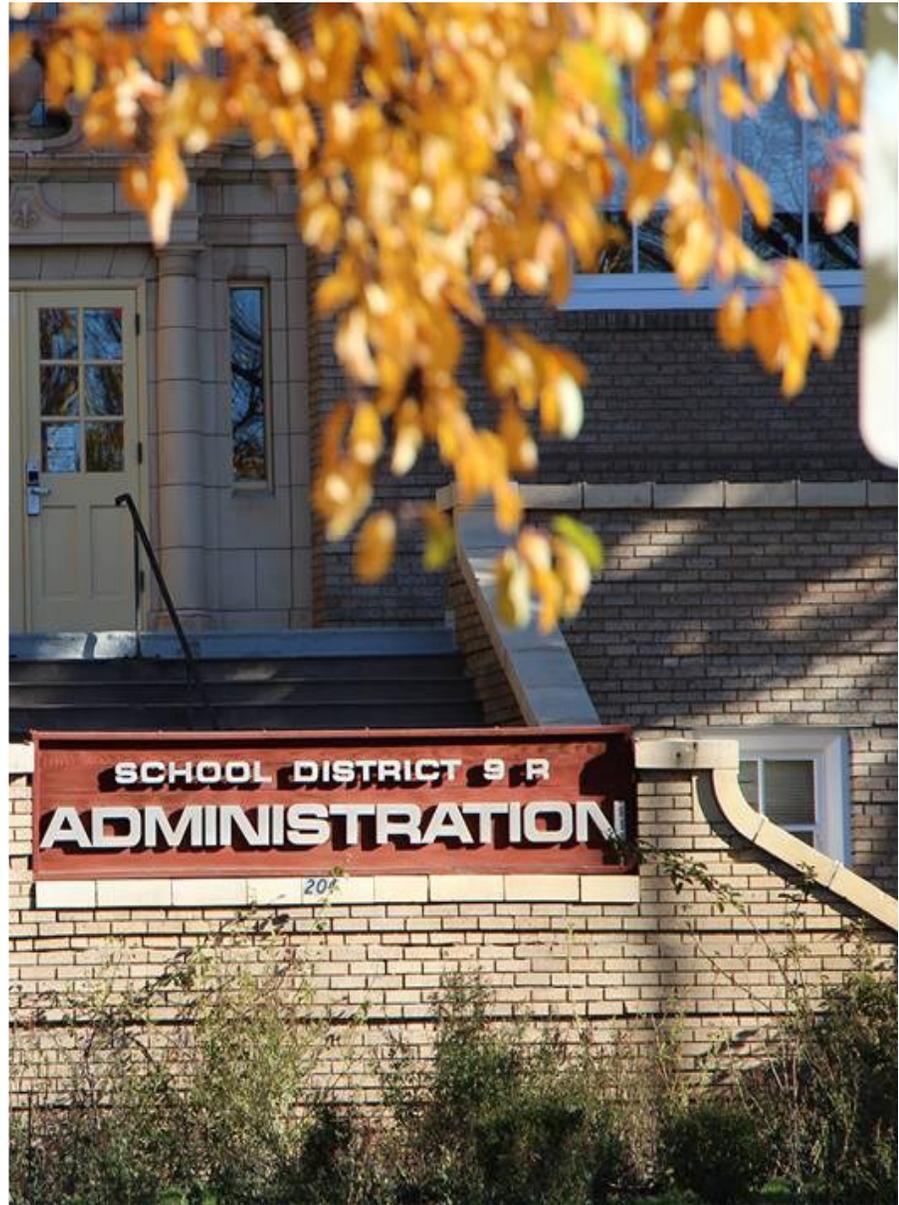


Facility Use Policies, Procedures, & Pricing



JULY 22, 2019

Durango School District 9-R
Finance Department



Glossary

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Overview

Durango School District 9-R facilities are available to the community for educational, civic and cultural purposes. The use of school facilities involves certain costs to maintain compliance with city, state, federal, and Occupational Safety & Health Administration (OSHA) regulations. Costs may include, but are not limited to, facility maintenance and miscellaneous overhead expenses. Durango School District 9-R determines the costs for use of school facilities based upon industry norms and prevailing rates.

Durango School District 9-R will determine and schedule the appropriate 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, amount of time the building is in use and cleaning. 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 added.

Facility user fees apply to all non–Durango School District 9-R events, including club activities that are not Durango 9-R school-sponsored or school-based programs. In addition, Durango School District 9-R employees using school facilities for functions not school-related, will be required to adhere to the same facility user fees, rules, and regulations that apply to non-Durango School District 9-R organizations.

The District has the right to refuse facility rentals for any reason.

Policies

1. All events approved by the Finance Department are subject to immediate cancellation for actions detrimental, destructive, or dangerous to Durango School District 9-R personnel and/or property.
2. Organizations are expected to adhere to the district's rules and policies for use of school facilities. Thus, assume full financial responsibility for damages to school property including accidental or intentional negligence.
3. All organizations must obtain a Certificate of Liability Insurance (CLI) with a General Liability limit of at least \$2,000,000.00 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.
4. Organizations using school facilities must provide adequate supervision during events, and must have an adult (18 years or older) 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 in which additional costs will apply.
5. All rentals are charged a one-time per event \$30 district staff time fee to cover any custodial, security, administrative, facility, and/or kitchen staff services. For rentals that take place outside of the normal hours of staff coverage, such as weekends and during all breaks, the \$30 district staff time fee shall convert from the one-time rate to an hourly rate for the entire duration of the rental use. Rentals held in outside spaces such as on 9-R fields will also be charged the \$30 one-time per event fee unless there are excessive custodial and/or security needs which would require a \$30 hourly rate. This fee will be inclusive of supporting any utility and/or electrical needs. Fees for employees (custodial, kitchen, or security staff) depend on the nature, size and date of the activity and will be determined by the District.
6. The facility user is not permitted to ask school employees to volunteer as security, custodial, or kitchen staff for a scheduled event. This action is **strictly prohibited** due to conflict of interest/liability regulations which may result in cancellation of the event.
7. Possession/consumption of alcoholic beverages or any illegal substance is strictly forbidden on school grounds and in school buildings. This includes **ANY** marijuana based substances/products. State law also strictly prohibits smoking in the buildings and on school grounds. **No Exceptions!**
8. Animals are not allowed on school property with the exception of trained service animals.
9. Use of school facilities is limited to the designated areas, equipment, and set up needs **specifically requested** in the application.
10. School personnel will be responsible for moving, or rearranging of any equipment in which potential fees could incur. Putting up decorations, or moving furniture is prohibited unless

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prior written permission is given from the district. Items are not allowed to be pinned or taped to curtains, as well as, painted surfaces. Nothing is allowed to be applied to the stage floor without prior permission from the school district.

11. Refreshments and other items should not be sold, exhibited, or displayed without written permission from the school district. Food and all beverages are prohibited in the auditoriums and gymnasiums unless event is sanctioned for such and prior district approval has been given. It is the responsibility of the facility user to monitor this policy.
12. Durango School District 9-R and its representatives must have free access to all areas in use at all times. Decisions regarding any issues relating to public safety will remain with the school district.
13. Final billing depends on actual time and labor rather than on estimates made by the facility user at the time of the application. The billing department is not required to give estimates of total cost for organizations to rent the district's facilities.
14. Invoicing is done after all dates are finalized and in order to account for any last minute cancellation charged. Payment is due within 30 days of an invoice date. Past due invoices will accrue a 1.5% late fee per month. All unpaid invoices will be turned over to a collection agency after 90 days from the date of the invoice. Applicants who have any outstanding charges will not be eligible to use any school facilities until balance is paid in full. The district may also require payment in full prior to any future use of our facilities.
15. Non-profit organizations are required to provide proof of tax status by submitting a 501(c)(3) document. The district will then verify the government issued document with the Internal Revenue Service and apply the non-profit rate for billing.
16. If the facility user requests use of a Cafetorium, they must specify whether the request is to include the kitchen, as this will affect billing.
17. Kitchen facilities may not be used without prior district approval and the assignment of at least one school cafeteria employee.
18. Custodians and other school personnel are not allowed to accept gratuity for services rendered.
19. Between events such as, a rehearsal and a performance, the stage must be cleared to allow for school functions to run accordingly.
20. The facility user is responsible for maintaining compliance with and adhering to all the Americans with Disabilities Act (ADA) regulations.
21. All fire exits must be kept clear at all times. Fire regulations prohibit any standees or temporary seating in front of fire exits.
22. If any bleachers are requested for use, the school district staff will set up the bleachers in advance. For safety purposes bleachers must remain pulled out or pushed in, in their complete locked position.

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23. There is a minimum facility use charge of one hour, and charges for portions of hours are rounded to the nearest half hour.
24. Community emergencies may necessitate the use of school district facilities. Emergencies may include, but are not limited to, using schools as evacuation centers, command centers for emergency operations, community wide immunization clinics, etc.
25. Government organizations accessing use of school district facilities as emergency evacuation, or command center sites must contact the superintendent or designee for building access. In such instances, schools may have to be closed. Fees will be determined by the District Operations Department on a case-by-case basis.
26. When programs are serving or enhancing the district's educational goals, a partial or full waiver of school district facility use charges may be considered by the Superintendent. Examples of this include: Colorado Department of Education (CDE) and the Public Education & Business Coalition (PEBC).
27. Other relative costs as determined by Durango School District 9-R.
28. Facility use equipment rentals will be an across the board \$5 hourly fee, with the exception of the scoreboards, which will be a \$10 hourly fee.

Cancellations

1. Durango School District 9-R understands that there are times when cancellations are necessary. However, when a date and time are reserved, it blocks anyone else from using the facility. In an effort of fairness to all facility users, cancellations must be made at least one (1) week prior to each event date to avoid charges.
2. If an event is canceled anytime within seven (7) days of the event but prior to 48 hours of the event, the renter will be responsible for half the invoiced charges.
3. If the cancellation occurs within 48 hours of the event date, the facility user will be responsible for the full invoiced charges and the security deposit will be used towards any unpaid balance.

Holidays/PD Days/Blackout Dates

District buildings are unavailable during scheduled district holidays and Professional Development Days listed on the district's website calendar. This includes, but is not limited to, the weekends before and after Thanksgiving Break, Christmas/New Year's Break, Spring Break and Easter weekend. Other dates may be determined as blackout dates by the district throughout the year. See the attached [2019-2020 Academic Calendar](#).

Procedures & Pricing

Requests will be handled in the order in which they are received and must be submitted at least 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 through the Durango School's website. Upon form submission, the

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Operations Department will review the request 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:

1. A completed "Facility/ Field Request / Use Agreement" Form and signed Facility Use PP&P.
2. A Certificate of Liability Insurance.
3. The security deposit(s) for the use of the facility are due to Durango School District 9-R, seven (7) days prior to the event.

Billing is done on a monthly basis after usage to allow for any changes in the facility usage. This includes additional usage or last minute cancelation fees.

Security Deposits & Usage

1. A \$1,000.00 refundable security deposit for equipment usage will be charged at the beginning of each Fiscal Year and applied to the last months' invoice at the end of each fiscal year to cover any outstanding balances.
2. Deposits must be paid to the District prior to use of the facility.
3. Recurring facility use of six months or less requires a security deposit of \$250 at least two (2) weeks prior to the start of the event. The security deposit will be applied to the last invoice(s).
4. Recurring facility use over six months or more requires a security deposit of \$500 at least two (2) weeks prior to the start of the event. The security deposit will be applied to the last invoice(s).

Please note the District Reserves the right to change pricing prior to acceptance of Facility Use Request, depending on need and alignment with Durango School District 9-R mission. The District also reserves the right to make pricing changes throughout the year if a determination is made by the Operations Department.

Final billings depend on actual time and labor and will include set up and break down time. Durango School District 9-R is not required to provide the renter with an estimate of total costs. Costs are detailed in this contract for your convenience.

Hardship applications are available for organizations with financial hardships to apply for discounted or free rates. Applications will be reviewed by the Operations Department to determine financial need of the organization.

Payments can be issued automatically through an organization's banking institution, paying online through our credit card payment system, or by check. Please make check payable to:

Durango School District 9-R Finance Department

Attn: Linsey O'Field

201 E. 12th Street

Durango, CO 81301

For-Profit Itemized Fee Structure	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 & Technology.....	\$75.00
Library	\$50.00
Multi-purpose Room at NDM.....	\$75.00
Elementary Gym.....	\$40.00
Auxiliary/South Gym at DHS.....	\$55.00
Secondary Gym.....	\$65.00
Main Gym at DHS.....	\$100.00
Wrestling Gym Room.....	\$20.00
TLC Lab w/ Technology.....	\$75.00
DHS Stadium & Ball Field.....	\$50.00
Ball Field.....	\$10.00
Ropes Course at EMS.....	\$60.00
Cafetorium at EMS.....	\$125.00
Front Lawn.....	\$10.00
District Staff Time	\$30.00
Parking Lot	TBD

Non-Profit Itemized Fee Structure	Per Hour
Auditorium.....	\$50.00
Board Room.....	\$25.00
Board Room w/ Video Conferencing Equipment, Technology & Large Screen.....	\$45.00
Kitchen/ Cafeteria.....	\$25.00
Classrooms.....	\$20.00
Conference Room.....	\$20.00
Conference Room w/ Video Equipment & Technology.....	\$37.50
Auxiliary/South Gym at DHS.....	\$30.00
Elementary Gym.....	\$20.00
Secondary Gym.....	\$32.50
Main Gym at .DHS.....	\$50.00
Wrestling Gym Room.....	\$10.00
TLC Lab w/ Technology.....	\$37.50
DHS Stadium & Ball Field.....	\$25.00
Ball Field.....	\$5.00
Ropes Course at EMS.....	\$30.00
Cafetorium at EMS.....	\$62.50
Front Lawn.....	\$5.00
District Staff Time.....	\$30.00
Library	\$25.00
Multi-purpose Room at NDM.....	\$37.50
Parking Lot	TBD

**Durango School District 9-R
Facility Use PP&P 2019-2020**

By signing this document, you verify on behalf of your organization that you understand and acknowledge the Durango School District 9-R Facility Use Policies, Procedures, & Pricing, that will go into effect as of July 1, 2019.

X

Organization Name

X

Print name

X

Signature

X

Date

Facility Use Fees - Hardship Application

This application is to determine an organization's eligibility for discounted or free facility use rates. Please submit a completed application to the Finance Department by mail, in person, or email. Your eligibility will be assessed by the Operations Department and is at the discretion of the Durango School District 9-R. If you are a non-profit, please include your 501(c)3 Letter of Determination. Certificates of Liability are required for all organization/individuals requesting a facility rental.

Date: _____ Contact Name: _____

Organization Name: _____

Address: _____

Phone#: _____

Email: _____

Name of Requested Event: _____

Date of Event: _____

Please answer the questions below.

What is the organization's reserve balance? \$ _____

How much do you charge for this event? \$ _____

How much do you raise in funds on an annual basis? \$ _____

How does your event align with the District's mission? _____

For Internal Use Only.

Circle one: Approved or Denied Fee Type: _____

Signature of Durango 9-R representative

Date: