

## Facility Use Guidelines

Littleton Public Schools

### LPS Board of Education Policy KG

*Recognizing that the community invests in school buildings and grounds, the Board encourages the use of District facilities by community groups, provided such use does not interfere with District activities. The financing of the District's instructional programs will not be placed at risk in order to finance community use of the facilities.*

#### **\*Grounds for Denial of Use** (from Policy KG-R)

*Authorization for use of school buildings or facilities shall be denied when use would be for:*

- *The purpose of advancing any doctrine or theory subversive to the Constitution or laws of the state of Colorado or the United States.*
- *The purpose of advocating social-political change by unlawful means. Any person or organization supporting the purposes of above.*
- *When the building or facility is closed for repairs, decorating, cleaning, or renovating purposes.*
- *When the use of the building or facility would involve gambling.*

*The Board reserves the right to deny the use of school facilities when deemed necessary in the public interest.*

### Rental Categories for Use of School District Facilities

CATEGORY A: LPS use – No rental fee assessed

CATEGORY B: Community Rate I (Composed of at least 75% LPS students)

CATEGORY C: Community Rate II (Adult, Non-Profit, Non-District Youth)

CATEGORY D: Commercial Rate (Outside the geographic boundaries of the District)

### Facility Use Scheduling Process

1. Each building is responsible for its own Facility Use calendar and Google calendar (this interfaces with rSchoolToday and should automatically sync)
  - a. Facility use requests are submitted via rSchoolToday and will be considered based on the Priority Scheduling Guidelines (see below)
    - i. Requests should detail how many hours per week are being requested and what types of facilities will be required (e.g., classroom, field, gym, etc.)
      1. **Specific time slot requests are not accepted**, as these will be scheduled according to availability at the school level
  - b. Upon building-level approval the event will be entered into the building's Facility Use Calendar
    - i. Final authorization done by Planner/Scheduler at the district level, pending receipt of all facility use documents, including valid insurance certificate
    - ii. Category A facility use requests, if approved by the school, will then be finalized by the Planner/Scheduler at the district level
    - iii. Categories B, C, and D facility use requests, if approved by the school, will then be finalized by the Planner/Scheduler once all required facility use documents have been received by both the school and the district office.
  - c. A PDF calendar will be sent to users showing their time slots as soon as possible after the events have been approved.
2. Please note: We do not rent out any outdoor facilities between the hours of 10:00 pm and 7:00 am.

### Priority Scheduling Guidelines

All school facilities will be scheduled according to the following priority order:

1. Home site school activities (CATEGORY A)
2. Other in-district school activities (CATEGORY A)
3. Other in-district community youth groups\* (CATEGORY B)
4. Other in-district community groups\*\* (CATEGORY C)
5. Non-in-district organizations\*\* (CATEGORY D)

\*Scheduled equitably

\*\*Scheduled on a first come, first served basis

Facility Use Fee Schedule

	CATEGORY B District Youth Rate	CATEGORY C Community Rate	CATEGORY D Commercial Rate
<b>Stadium</b>			
Without Lights	\$ 35.00	\$ 80.00	\$ 130.00
With Lights	\$ 45.00	\$ 150.00	\$ 260.00
Concession Stands	\$ 15.00	\$ 15.00	\$ 25.00
<b>Swimming Pools</b>			
First Hour	\$ 20.00	\$ 36.00	\$ 72.00
Each Additional Hour	\$ 20.00	\$ 36.00	\$ 72.00
<b>Rooms</b>			
Classrooms	\$ 6.00	\$ 12.00	\$ 24.00
Multipurpose Room – Elementary	\$ 10.00	\$ 20.00	\$ 40.00
Commons – Elementary	\$ 10.00	\$ 20.00	\$ 40.00
Commons – Secondary	\$ 15.00	\$ 30.00	\$ 60.00
Kitchens – Elementary	\$ 15.00	\$ 15.00	\$ 30.00
Kitchens – Secondary	\$ 20.00	\$ 25.00	\$ 50.00
<b>Auditoriums**</b>			
Stage for Rehearsal	\$ 8.00	\$ 25.00	\$ 50.00
Meeting and Performance	\$ 16.00	\$ 50.00	\$ 100.00
<b>Grounds</b>			
Softball	\$ 12.00	\$ 20.00	\$ 30.00
Baseball	\$ 12.00	\$ 20.00	\$ 30.00
Grass Fields	\$ 12.00	\$ 20.00	\$ 30.00
Tracks	\$ 5.00	\$ 10.00	\$ 20.00
<b>Wrestling Room</b>			
First Hour	\$ 10.00	\$ 25.00	\$ 50.00
Each Additional Hour	\$ 10.00	\$ 25.00	\$ 50.00
<b>Gymnasiums</b>			
Elementary School	\$ 10.00	\$ 25.00	\$ 50.00
Middle School	\$ 14.00	\$ 35.00	\$ 70.00
High School	\$ 14.00	\$ 45.00	\$ 90.00
<b>Custodial Staff*</b>			
Outside school hours	\$ 45.00	\$ 45.00	\$ 45.00

*Rates are subject to change and are being re-evaluated.*

*All rates are hourly unless otherwise noted. There is a two-hour minimum for all categories.*

*Additional fees for equipment, custodial staff, and supervision may be assessed at time of permit application.*

*\*Custodial staff must be present while facility is in use*

*\*\*Sound systems and stage lighting systems in auditoriums are not available for public use*

### Facility Use Reservation Request Schedule

USAGE TIME PERIODS	REQUEST DEADLINE*	APPROVAL DEADLINE
August – October	June 1	June 15
November – February 15	September 15	September 30
February 16 – May	January 15	February 1
June – July	April 1	April 15

\*Insurance certificate must show coverage through the last date requested.

### Required Facility Use Documents (will be uploaded to rSchoolToday)

Please note: Clients will not be able to submit a request for facility use until all documents have been received by LPS.

1. User Agreement
2. Insurance Certificate listing LPS as “Additional Insured”
3. Tax exempt certificate, if applicable
4. For pool use
  - a. Red Cross Water Safety Instructor’s Certificate
  - b. American Red Cross Senior Life Saving Certificate (if applicable; see User Agreement)

### Payments

1. Invoice number and school name should be included with the payment.
2. Payments should be sent to the following address at least one week in advance of facility use:  
Littleton Public Schools Planner/Scheduler  
Education Services Center  
5776 S Crocker St  
Littleton, CO 80120
3. The payments will be split at the district office between the General Fund and the individual school’s facility use account
  - a. From there, the school may budget sub the funds to a different account

### Cancellation

1. The school should be notified as soon as possible if an event utilizing their facilities will be cancelled
  - a. Refunds will be issued if the cancellation occurs at least one week in advance
  - b. If cancelled within one week of the event, the user will still be charged for the facility rental

### Insurance Certificates

1. Insurance certificates for users will be uploaded to rSchoolToday when a community member requests client status.
2. The Planner/Scheduler will ensure that the accounting department receives a copy of the certificate.

### User Agreement

1. The User Agreement will be available for download from rSchoolToday when a community member or organization is requesting client status.
  - a. Clients will have to upload the signed User Agreement to rSchoolToday before their request for client status will be approved.
2. The User Agreement can also be downloaded from the LPS website’s Facility Use page.