



**Banning Lewis Ranch Academy (BLRA)  
Community Use of School Property and Equipment Policy**

**Purpose and Scope:**

The Board of Directors (Board) establishes guidelines for the Community Use of School Facilities. The policies and procedures explain, in detail, the application process and responsibilities of the requesting user, school and the Board. This policy includes the following sections:

<b>Section 1 Responsibility</b>
<b>Section 2 Prioritization and Availability</b> <b>Section 2.1 Priority of Rental</b> <b>Section 2.2 Availability of School Property for Non-School Rental</b>
<b>Section 3 Procedures for Requesting Use</b> <b>Section 3.1 Application for Use</b> <b>Section 3.2 Guidelines for Denial of Use</b> <b>Section 3.3 Guidelines for Appeal</b> <b>Section 3.4 Cancellation and Revocation</b> <b>Section 3.5 Building Closures</b>
<b>Section 4 General Procedures for Use</b>
<b>Section 5 Categories for Use</b> <b>Section 5.1 Nondiscrimination</b> <b>Section 5.2 Category 1</b> <b>Section 5.3 Category 2</b> <b>Section 5.3.1 Guidelines for Religious Use</b> <b>Section 5.3.2 Non-Profit Organizations</b>
<b>Section 6 Disclaimer</b>
<b>Section 7 Community Use of School Equipment</b> <b>Section 7.1 Authorized Use of School-Owned Equipment</b> <b>Section 7.2 Field Use</b>
<b>Section 8 Fees Associated with Community Use of School Property</b> <b>Section 8.1 Monitoring</b> <b>Section 8.2 Custodial</b> <b>Section 8.3 Cafeteria</b> <b>Section 8.4 Payment of Fees</b> <b>Section 8.5 Fee Revision</b>
<b>Appendix 1 BLRA Fee Schedule</b>
<b>Appendix 2 BLPA Fee Schedule</b>
<b>Appendix 3 Facilities Utilization Agreement</b>

## **Appendix 4 Request for Use of School Facility Form**

### **SECTION 1: RESPONSIBILITY**

The Building Administrator will be responsible for the administration of this policy and procedure as it relates to Banning Lewis Ranch Academy (BLRA) and Banning Lewis Preparatory Academy (BLPA) and for implementation of the Board policy direction to encourage community use of school facilities.

### **SECTION 2: PRIORITIZATION AND AVAILABILITY**

#### **SECTION 2.1: PRIORITY OF RENTAL**

Following the scheduling of school activities, space will be available with attention to broad and equitable use of facilities. All use is subject to the guidelines of these procedures and to the availability of school staff.

School use shall take precedence over non-school rental in scheduling the use of school property. Unless specifically determined otherwise by the Building Administrator or the designee, all proposed non-school rentals will be considered on a first-come, first-served basis.

#### **SECTION 2.2: AVAILABILITY OF SCHOOL PROPERTY FOR NON-SCHOOL RENTAL**

The Board will determine the general categories of school facilities that may be available for non-school rental. General categories are included in this policy.

### **SECTION 3: PROCEDURES FOR REQUESTING USE**

#### **SECTION 3.1: APPLICATION FOR USE**

Application for the use of a school facility should be made through the Building Administrator or designees at the BLRA or BLPA front offices.

Approval of requested uses must be documented by completion of the BLRA Facility Utilization Agreement attached to this policy (Policy X.1 AP).

The Building Administrator is given the discretion to allow use within Category 1 without the need to complete a Facility Utilization Agreement if the use is directly school-related and does not involve the imposition of any rental fees. Custodial and/or other personnel fees may be required.

#### **SECTION 3.2: GUIDELINES FOR DENIAL OF USE**

The Building Administrator and/or Board reserves the right to deny use. Requests may be denied for a variety of reasons, including:

- No appropriate staff members are available to be on the premises during the intended use.
- Insufficient time is available between the request and the intended use.
- If proposed activities may:
  - jeopardize the equipment and/or facilities of the building,
  - conflict with school activities,
  - be incompatible with the school neighborhood,
  - violate any school policy or local, state, or federal law.

Should school facilities be closed due to an emergency, inclement weather, or any other event which is beyond the control of the Board, facilities will not be available for use. A full refund will be issued upon written request.

### **SECTION 3.3: GUIDELINES FOR APPEAL**

The applicant may file a written appeal to the Board if a use has been denied by a Building Administrator.

### **SECTION 3.4: CANCELLATION AND REVOCATION**

The user must notify the Building Administrator or designee if the intended use is to be canceled or adjusted. Notification of cancellation of use must be given at least 24 hours prior to the scheduled use. If timely notification of cancellation is not given, the user may be assessed a penalty of \$10 plus 10 percent of the agreed fee for the use that was canceled. Repeated or short notification of cancellations may result in denial of further building use.

BLRA reserves the right to cancel building Facility Utilization Agreements should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances. Reasonable effort will be made for timely notification when a cancellation is necessary

BLRA may revoke an Agreement at any time. When this occurs, appropriate financial adjustments will be made.

### **SECTION 3.5: BUILDING CLOSINGS**

Property that may otherwise be made available for non-school rental will not be available for rental when the building is closed for repairs, decorating, cleaning, weather, renovation, other maintenance purposes, or whenever the property is otherwise deemed unavailable by the Board, Building Administrator, or designee. Property may be deemed available during inclement weather upon timely notification and with additional costs of operation.

## **SECTION 4: GENERAL PROCEDURES**

1. A Facility Utilization Agreement shall be required for use of the BLRA building or grounds by any group which is not a part of the regular public school program. Such Agreements may be granted for a single use or a limited, recurring use not to exceed one year.

2. A BLRA employee must be on the premises during the use of any school building by groups which have entered into a Facility Utilization Agreement.

3. Agreements shall be entered into only upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who, in the judgment of the Building Administrator or designee, is responsible and competent to supervise the proposed program or activity. A supervising adult should be identified by name on the Facility Utilization Agreement. The supervision provided by each group must be adequate to ensure that the members of the group remain in the assigned portion of the facility. If determined to be required by the Building Administrator, uniformed guards or police must also be provided at the expense of the user.

4. Should it be difficult to define a request for the use of school facilities within the scope of this procedure, the Building Administrator or designee may consult the Board before issuing or refusing to issue a Facility Utilization Agreement.

5. No Facility Utilization Agreement shall be transferred to any person or group other than the one with whom entered. Subleasing is not permitted.
6. All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:
  - a. Exit lights must be used
  - b. Open flame (including candles) is prohibited
  - c. Room capacity is not to be exceeded
  - d. Smoking or the use of any tobacco product is prohibited in all areas of the building and grounds
  - e. Temporary electrical or mechanical modifications are prohibited.
  - f. Flammable decorations are prohibited.
  - g. Stairways, corridors, and entrances/exits must be kept free of obstruction at all times.
  - h. No equipment, scenery, or decorations of any type shall be used within the building or on the premises except as specifically provided in the Agreement. Such equipment, scenery, or decorations should be flame-retardant if possible, and shall conform to all local and state regulations governing such equipment and shall not be attached to the walls, floors, or ceilings (except to anchors presently provided).
7. Use or possession of alcoholic beverages and illegal drugs is prohibited. Failure to comply will be reported to and dealt with by local law enforcement agencies and would void any/all future rentals.
8. All disruptive or illegal activity, including obscene language, quarreling, fighting, or noncompliance with BLRA procedures is prohibited and may result in revocation of the Facility Utilization Agreement.
9. Gambling is prohibited on any school property.
10. The individual or entity that has entered into a Facility Utilization Agreement with the school shall be responsible to the Board for any and all damages and losses whatsoever to the building and/or the contents, and shall indemnify and hold harmless the Board, it's operations contractor, and employees of the operations contractor from any claim whatsoever resulting from or arising out of the use of the school facilities named in the Agreement or any part of the facilities covered in the Agreement.
11. The Board shall not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property (as well as rubbish) must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.
12. BLRA insurance coverage does not extend to the conduct of community or other groups utilizing school facilities. The Board shall require a certificate of insurance from the user naming the School and District as "additional insured." Minimum coverage required is \$1

million per occurrence and \$2 million aggregate with a general liability policy.

13. All Facility Utilization Agreements shall specify requested use of building spaces or fields. It shall be the responsibility of the user to restrict the activities of the group to that specific area except for necessary hallways and restrooms. Expenses incurred resulting from non-compliance shall be paid by the user (e.g. fire/police response due to false alarm).

14. Facility use times will be specified in the Agreement. All groups are expected to vacate the premises by the hour specified in the Agreement. An additional hour rental may be charged for early arrival or late exit. All facility uses will terminate by 8:30 p.m. Exceptions to this may be approved by the Building Administrator or designee.

15. Facilities are not available for rental during school hours. Saturday, Sunday, holiday, or after hours use of school facilities may be permitted and will be subject to staff availability where applicable.

16. Facilities will be rented as normally furnished for school use. The Building Administrator or designee may apply additional fees for special requests.

17. Advertising and promotional materials of building users are subject to review by the Building Administrator and/or the Board.

18. Snow removal from parking areas cannot be guaranteed for facility rental agreements. Time permitting, snow removal from parking areas can be arranged through the Building Administrator at the user's expense.

## **SECTION 5: USE CATEGORIES**

### **SECTION 5.1: NONDISCRIMINATION**

All users are subject to laws and regulations applicable to school districts which prohibit discrimination based upon age, sex, national origin, race, color, religion, or disability.

### **SECTION 5.2: *Category 1: School/District/Accel Activities – School, students and staff participation***

No use fee will be charged to the following:

- a. Users who are considered to be a part of the regular school curriculum.
- b. Users who are participants in school-sponsored student activities, such as athletic and music groups, student clubs and plays, student council activities, or social events.
- c. School-affiliated users such as parent-teacher organizations, school-related parent and community groups, or employee groups of an educational, recreational, social, or professional nature as approved by the Building Administrator.

The Building Administrator or designee will determine if fees for custodial, monitoring, or cafeteria personnel will apply. Services determined to be required, as well as the fee associated with the services, will be detailed in the Facilities Utilization Agreement.

**SECTION 5.3: Category 2: Participation is Youth Orientated Civic, Community Service, Special Interest Events and/or Non-Profit**

A reduced fee will be assessed for the following functions and activities, including 501(c)(3) organizations:

Activities that are noncommercial and non-profit which directly benefit youth.

Examples include but are not limited to:

- a. Church
- b. Kiwanis
- c. Political
- d. Non-School Sponsored Youth Activities/Clubs
- e. Concert Band
- f. Classes for School Students & Parents (when registration fees apply)
- g. Non-BLRA Activities involving youth

The Building Administrator or designee will determine an organization's qualification for this category of rental. Explanation of determination will be noted on the Facilities Utilization agreement. The Building Administrator category determination is final.

The Building Administrator or designee will determine if fees for custodial, monitoring, or cafeteria personnel will apply. Services determined to be required, as well as the fee associated with the services, will be detailed in the Facilities Utilization Agreement.

**SECTION 5.3.1: GUIDELINES FOR RELIGIOUS USE**

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

**SECTION 5.3.2: NON-PROFIT ORGANIZATIONS**

To qualify for a non-profit facility fee, all non-profit groups, organizations, and associations must present/have on file with the BLRA front office a valid and current 501 (c) 3 determination letter from the Internal Revenue Service (IRS) or the legal equivalent (for example, a valid and current non-profit Colorado State Sales Tax Exempt Certificate Number document) in circumstances where a non-profit entity is not required to obtain recognition from the IRS as a 501 (c) 3 organization.

**SECTION 5.4: Category 3: Commercial/Adult Orientated Civic, Community Service, Special Interest Events and/or For-Profit**

A fee will be assessed for functions and activities which are activities that are commercial and for-profit.

Examples include but are not limited to:

- a. Art Sale
- b. Dance Groups
- c. Home Builders Meetings
- d. Adult Education Courses
- e. Adult Sport Leagues

The Building Administrator or designee will determine if fees for custodial, monitoring, or cafeteria personnel will apply. Services determined to be required, as well as the fee associated with the services, will be detailed in the Facilities Utilization Agreement.

## **SECTION 6: DISCLAIMER**

The Board or designee reserves the right to require individuals, groups, or organizations, as a term or condition of rental, to provide appropriate signage, as approved by the Board, that advises the public that the Board does not endorse the individual's group's or organization's views.

All advertising which takes place in or on school property must include the following statement:

*"These activities will take place on property that [name of group] has leased from Banning Lewis Ranch Academy. Our group has paid a rental fee for the rental of the facility and, therefore, our rental of the facility is not supported by tax dollars. Our rental of a school facility represents neither agreement nor disagreement with our group's goals, purposes, or statements by the Banning Lewis Ranch Academy Board of Directors, BLRA Operations/Administrative Staff, or School District 49."*

## **SECTION 7: COMMUNITY USE OF SCHOOL-OWNED EQUIPMENT**

### **SECTION 7.1 AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT**

School equipment is usually not loaned or leased to community groups. Areas are rented as furnished. If the Building Administrator or designee approves a request for use of school equipment, additional fees may be charged. Such fees are to be specifically noted on the Facility Utilization Agreement.

The Building Administrator may determine if specific equipment requested requires operation by school (or school-approved) personnel. School operators shall be paid through BLRA payroll.

### **SECTION 7.2 FIELD USE**

Fields may be available for limited and approved community use. This use is subject to cancellation or adjustment due to weather conditions, field conditions, or maintenance operations.

## **SECTION 8: FEES ASSOCIATED WITH USE OF SCHOOL PROPERTY AND EQUIPMENT**

### **SECTION 8.1: MONITORING**

Any organization or individual, regardless of classification, will be required to pay the cost of monitoring services if its use of the facility would result in direct costs to the school.

For rental periods when a supervising school staff member is regularly on duty during the use, there will be no additional charge unless substantial additional work is required related to the use. In such situations, an additional fee will be charged or additional school staff may be assigned at the discretion of the Building Administrator or designee, and the user will be charged appropriately.

## **SECTION 8.2: CUSTODIAL**

Any organization or individual, regardless of classification, will be required to pay the cost of custodial services if its use of the facility would result in direct costs to the school.

For rental periods when a custodian is regularly on duty during the use, there will be no additional charge unless substantial additional work is required related to the use. In such situations, an additional fee will be charged or additional school staff may be assigned at the discretion of the Building Administrator or designee, and the user will be charged appropriately.

## **SECTION 8.3: CAFETERIA**

A school cafeteria manager or other designated cafeteria employee(s) must be present for general supervision of the cafeteria-kitchen, and all persons working in the kitchen (preparing food and/or handling kitchen equipment) must meet the requirements of El Paso County and the State for school food handlers. The user will be charged in accordance with the fee schedule for all cafeteria personnel. Requests for kitchen/cafeteria use should be communicated to the Building Administrator for coordination.

## **SECTION 8.4: PAYMENT OF FEES**

All users will be expected to pay rental fees in advance of the use unless prior arrangements have been made with the Building Administrator or designee. Failure to pay the agreed fee may result in denial of access to the facility and denial of future requests.

## **SECTION 8.5: FEE REVISION**

Fees are listed in this policy and are designed to reflect the guidelines of this procedure. These fees are subject to review and revision by the Board.

**Adopted:** Approved September 21, 2010

**Revised:** March 21, 2017

**File:** BLRABoardPOL-Community\_Use\_Of\_School\_Property.doc



**Banning Lewis Ranch Academy (BLRA)  
Board of Directors  
Community Use of School Property Policy  
Fee Schedule**

**USE CATEGORIES:**

*Category 1: School/District/Accel Activities – School, students and staff participation*

*Category 2: Participation is Youth Orientated Civic, Community Service, Special Interest Events and/or Non-Profit*

*Category 3: Commercial/Adult Orientated Civic, Community Service, Special Interest Events and/or For-Profit*

**Facility/Rental Fees:**

	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
<b>Classrooms</b>	No Charge	\$15.00 per hour	\$25.00 per hour
<b>Conference Rooms</b>	No Charge	\$15.00 per hour	\$25.00 per hour
<b>Library</b>	No Charge	\$20.00 per hour	\$35.00 per hour
<b>Cafeteria</b>	No Charge	\$20.00 per hour	\$35.00 per hour
<b>Gym</b>	No Charge	\$35.00 per hour	\$50.00 per hour
<b>Fields</b>	No Charge	\$25.00 per hour	\$30.00 per hour
<b>Parking Lot</b>	No Charge	\$25.00 per hour	\$30.00 per hour

**Operations Fees:**

	<b>Fee</b>	<b>Minimum</b>	<b>Notes</b>
<b>Staff Monitor</b>	\$15.00 per hour	2 Hour	May be required for building open and close or for entire contract period as determined by Building Administrator or designee
<b>Custodial</b>	\$30.00 per hour	2 Hour	Requirement and number of hours determined by Building Administrator or designee

\* The Board or its designee reserves the right to adjust the rental schedule, with justification, as needed. Adjustments and their justification must be detailed on the Facilities Utilization Agreement

\* At the discretion of the Building Administrator fees for single or multiday tournaments may be negotiated on a case by case basis. At no time will reduced rental fees result in a direct expense to the school.

**Banning Lewis Preparatory Academy (BLPA)  
Board of Directors  
Community Use of School Property Policy  
Fee Schedule**

**USE CATEGORIES:**

*Category 1: School/District/ – School, students and staff participation*

*Category 2: Participation is Youth Orientated Civic, Community Service, Special Interest Events and/or Non-Profit*

*Category 3: Commercial/Adult Orientated Civic, Community Service, Special Interest Events and/or For-Profit*

**Facility/Rental Fees:**

	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
<b>Classrooms</b>	No Charge	\$25.00 per hour	\$35.00 per hour
<b>Conference Rooms</b>	No Charge	\$15.00 per hour	\$25.00 per hour
<b>Library/Media Center</b>	No Charge	\$35.00 per hour	\$45.00 per hour
<b>Cafeteria</b>	No Charge	\$35.00 per hour	\$45.00 per hour
<b>Gym</b>	No Charge	\$50.00 per hour	\$60.00 per hour
<b>Fields</b>	No Charge	\$30.00 per hour	\$40.00 per hour
<b>Parking Lot</b>	No Charge	\$30.00 per hour	\$40.00 per hour

**Operations Fees:**

	<b>Fee</b>	<b>Minimum</b>	<b>Notes</b>
<b>Staff Monitor</b>	\$15.00 per hour	2 Hour	May be required for building open and close or for entire contract period as determined by Facilities Director or designee
<b>Custodial</b>	\$30.00 per hour	2 Hour	Requirement and number of hours

			determined by Facilities Director or designee
<b>Cafeteria</b>	TBD	TBD	Will be determined in cooperation with D49 Food Services

\*The BLRA Board of Directors or its designee reserves the right to adjust the rental schedule, with justification, as needed. Adjustments and their justification must be detailed on the Facilities Utilization Agreement.

\*At the discretion of the Facilities Director, fees for single or multiday tournaments may be negotiated on a case by case basis. At no time will reduced rental fees result in a direct expense to the school.

## **Banning Lewis Ranch Academy Facilities Utilization Agreement**

### Regulations for Use of Facilities:

1. Permission to use the school facility is solely at the discretion of the Building Administrator or designee.
2. Users must take reasonable steps to ensure orderly behavior and will be responsible for any damage associated with the use of the facilities and pay for any damage associated with the use of the facilities.
3. Use of tobacco is prohibited on school property.
4. Use of alcohol and controlled substances is prohibited on school property.
5. Decorations must be fireproof and are to be erected and taken down in a manner not destructive to school property. Decorations are subject to the approval of the building administrator.
6. The use of open flames is prohibited on school property.
7. Gambling of any kind is prohibited on school property.
8. The User Group shall be fully responsible for all loss or damage to school property, including property of students and employees.
9. Requests for school-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
10. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval, in writing, from the building administrator.
11. The use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the User Group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the User Group.
12. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the User Group.
13. The building will generally be opened 30 minutes prior to the activity/event and for 30 minutes after the scheduled end, unless other arrangements are requested on the application and approved by the building administrator.
14. The use of space during summer vacation, holidays or during other break periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
15. A school custodian or staff responsible for custodial duties shall be on duty whenever the facility is being used except as exempted by the Building Administrator. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for ensuring that

the facility or facilities are left in good order after the activity/event is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food service personnel shall be required, in addition, when kitchen facilities are requested.

16. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators are not allowed to stand or sit so as to block exits, stairways or aisle ways.
17. The school will not be responsible for any loss of valuables or personal property of the User Group or their participants.
18. No flyers, booklets or other printed or audio-visual material may be distributed unless they relate directly to the activity for which the school facility is being used and have prior approval of the Building Administrator.
19. Playground facilities may not be used by any youth over the age of 12 years nor shall any person be allowed on the playground after dark.
20. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on school premises at any time.
21. It is understood that school activities have preference over outside activities in using the school building and this request is subject to cancellation if the requested facility is needed for a school activity.
22. The User Group agrees that the required insurance policy will cover all of the following: It is understood that if permission to use the school facility is granted the User Group agrees to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which the facility was rented and hereby covenant and agree they will never institute, prosecute or any way aid in the institution or prosecution of any demand, claim or suit against the school for any destruction, loss, or damage to the User Group's property or the personal injury or death of User Group members or participants which may occur as a result of the User Group's use of the school facility.
23. All agreements and usage is subject to compliance with the current version of the Banning Lewis Ranch Academy (BLRA) Board of Directors Community Use of School Property Policy. Where a conflict exists between this agreement and the current policy the more restrictive of the two shall apply.

***Responsibility for the enforcement of rules and regulation concerning the use of school facilities rests with the User Group and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of school facilities.***

Supervision of Rented Facilities:

1. Each group requesting the use of school facilities must use the services of a school custodian and must pay for such services.
2. Each group requesting the use of school facilities must indicate an individual satisfactory to the Building Administrator who will serve in a supervisory capacity during the use of the school facilities.
3. If the supervisor, as designated above, is not satisfactory, the Building Administrator shall appoint a supervisor and the cost for such a supervisor shall be charged to the User Group.
4. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of school facilities.
5. The custodian on duty is directed not to open the facility until the supervisor for the User Group is on duty.

Name of Organization/User Group: \_\_\_\_\_

Authorized Representative of User Group: \_\_\_\_\_  
*Please Print Full Name*

I have read and understand the rules regulating the use of the school facilities and agree to abide by the policies and procedures as described:

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signature of Authorized Representative of User Group*

Reviewed and Accepted by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Building Administrator*

# Banning Lewis Ranch Academy or Banning Lewis Preparatory Academy Request for Use of School Facility Form

Name of School (circle): BLRA BLPA Building Administrator: \_\_\_\_\_

Name of Requester (Organization or User Group): \_\_\_\_\_

Address/City/State/Zip (Organization or User Group): \_\_\_\_\_

Phone Number(s) (Organization or User Group): \_\_\_\_\_

Email Address (Organization or User Group): \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time: ***(If for a seasonal or reoccurring periods, state the beginning and ending dates)***

<u>DATE OF EVENT</u>		<u>EVENT HOURS</u>	
DAY	DATE	START TIME	ENDING TIME
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____

Name of Onsite Supervisor/Person in Charge (must be an adult person at least 21 years old): *subject to approval*

\_\_\_\_\_

Start Time for Set Up: \_\_\_\_\_ End Time for Clean Up/Vacate Building: \_\_\_\_\_

Admission Fee:  Yes  No

Expected Attendance: \_\_\_\_\_

**Equipment Needs:** *(There will be an additional charge for the use of any of the following equipment)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Stage                           | <input type="checkbox"/> Non-folding Chairs     | <input type="checkbox"/> Projector      |
| <input type="checkbox"/> Speaker's Stand                 | <input type="checkbox"/> Ticket Table and Chair | <input type="checkbox"/> Folding Chairs |
| <input type="checkbox"/> Folding Tables<br>(_____number) | <input type="checkbox"/> Other: _____           | (_____ Number)                          |
|  |   | <input type="checkbox"/> Other: _____   |

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Request and justification for Category II consideration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* To be eligible for the Category II rental fee an organization must produce a current 501 (c) 3 determination letter from the Internal Revenue Service (IRS) or the legal equivalent (for example, a valid and current non-profit Colorado State Sales Tax Exempt Certificate Number document). If an organization does not qualify for these documents but would like to request consideration for a Category II rental based on non-commercial youth orientation please provide justification for the request.

Request and justification for modified fee for single or multiple day tournament: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* At the discretion of the BLRA CAO fees for single or multiday tournaments may be negotiated on a case by case basis. At no time will reduced rental fees result in a direct expense to the school.

***School activities have preference over outside activities whether scheduled or unscheduled and requests for use are subject to cancellation if the requested facility is needed for a school activity.***

**For School Use Only:**

Request for Use Approved

Request for Use Not Approved

Rental Category / Hourly Fee \_\_\_\_\_ Total Rental Fee: \_\_\_\_\_ Total Other Fees: \_\_\_\_\_ Total Fees: \_\_\_\_\_

Explanation of Rental Category or special considerations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explanation of additional fees and associated unit cost: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explanation of agreement denial: \_\_\_\_\_

\_\_\_\_\_

Building Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Building Use Agreement** Signed By Authorized Representative of User Group:  Yes