AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Gunnison High School Facilities Use Agreement

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Gunnison Watershed RE-1J School District

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Authorizing signature and proof of liability insurance to use the Gunnison High School Auditorium for a Choice Pass parent education dinner.

Fiscal Impact:

Submitted by: Emily Mirza **Submitter's Email Address:** emirza@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/2/2019

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 5/3/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 5/3/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/3/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 5/7/2019

Revised April 2015

Use of School Facilities

(Schedule of Fees)

Use of School Facilities by outside agencies will be considered by the administration based on availability, schedule and need. Rental charges will be applied based on Criteria 1 and Criteria 2 as established below. The specific hours to be charged will be determined by the amount of time a group needs to use the facility and the time needed before and after to set up and break down the activity being requested. The following schedules of fees are to be used as a guide for assessing charges. The administration may assess a fee according to the schedules or at a greater amount depending on the amount of supervision for the building. These fees will be adjusted every year by the Business Office to reflect the increases in operating costs.

Criteria 1

Any community, civic, child-oriented activity, governmental unit, local educational association, school-affiliated organizations, or other nonprofit groups which are not charging admission or tuition, with administrative approval, may use the building without charge, during the time when the buildings are normally open, available, and supervised. If the request by any of these groups is for a period when the buildings are not normally open, it may then be necessary to assess a fee to open, supervise and clean the building.

Criteria 2

Commercial business, profit-making organizations, and nonprofit organizations charging admission or tuition may use the buildings with administration approval and a charge will apply. If the nonprofit organization wishes to use the buildings during the time the buildings are normally open for an educational class and charge tuition or other fees, the administration will charge a fee.

Hourly Charge

A fee of $25 per hour per classroom will apply to either of the aforementioned criteria.

A fee of $50 per hour for gymnasiums, commons areas, the kitchen and any other non-classroom area will apply to the aforementioned criteria.

If other services or equipment are requested an additional fee will be charged for those items.

General conditions

In all instances written application and the facility checklist for the use of buildings must be submitted to the building principal or the superintendent's office if the building principal is not on duty. Applications must be received two weeks in advance of the time the building is to be used. The building principal shall reserve the right of holding any advance application until such time as it can be ascertained that school groups and activities will have preferential scheduling. School buildings will not be available for use by non-school groups during school hours.

The administration may require that a school district employee or employees be present at all times when a building is rented. The unavailability of a school district employee to provide the required supervision outlined in this policy shall be sufficient cause to terminate or refuse any building use request or permit The city recreation departments may use the Gunnison and Crested Butte gymnasiums and multi-purpose rooms without charge as scheduled by building principals during the times that no additional personnel is required.

Maintenance and custodial activities scheduled during the summer and periodically on weekends and holidays will have preference over non-school organizations.

The use and possession of alcoholic beverages and illegal drugs by any person or group on district facilities is strictly prohibited. Use of tobacco in district buildings and on school grounds is prohibited.

Organizations using buildings shall be responsible for the conduct and control of both patrons and participants and shall see that all federal, state, municipal and school district regulations governing safety are followed. There must be adequate adult supervision for all usage. Each organization shall designate a member of its group to be the liaison representative between the district and the organization and who shall be responsible for the conduct and supervision of the group.

The administration may review the liability exposure of the district for each requested use of facilities and require insurance coverage as may be necessary for the district's risk.

The building principal, or representative of the superintendent's office if the principal is not on duty, shall make certain that all safety precautions are met with any use of the facilities. The principal or central office representative shall make certain that adequate custodial and/or supervisory personnel are assigned when the building is in use under any conditions of this regulation.

Because of the value of the equipment and safety precautions, shops, band rooms, homemaking departments, business departments, technology rooms and other areas designated by the administration, shall not be scheduled for non-school use without special permission from the superintendent's office.

An employee of the school lunch program shall be on duty to supervise the use of kitchen facilities. The lunchroom employee shall only supervise the kitchen and shall not be expected to assist in the preparation of food to be served. Kitchens shall be locked at other times when the lunchroom is rented.

Permission must be received from the principal or representative of the superintendent's office if the principal is not on duty, before any alterations or physical changes are made to the facility (e.g., stage sets, moving furniture, etc.).

When the payment of a fee is necessary, the fee shall be estimated and paid in advance.

Overnight lodging in buildings will be discouraged. The administration may elect to waive all charges for building use.

Approved: July 15, 1991
Revised: June, 2014
Gunnison School District RE1J, Gunnison, Colorado

Facility Use Checklist

Name of Group: GCSAPP

Group Contact: Emily Mirza Cell Phone # 401-644-6355

Email address emirza@gunnisoncounty.org

Name of Liability Insurance Company _____

Policy Number _____

Insurance Contact information and Agent phone _____

Date(s) Facility Needed: 5/20/19

Time(s) of Day Facility Needed: 5:-8:30

Plan for accessing the facility doors will be unlocked

Expected number of Participants 40 Expected Number of Spectators NA

Number of Adult Supervisors that were are screened NA

Plan for Cleaning the Facility Auditorium and common space clean up of food and beverages, put any used tables away, sweep and take out trash.

Number of Custodians requested_____ Number required by Administration _____

Portion of building requested:

Classrooms: ____ Yes ____ No Number Needed: _____ ($25.00/hour)

Kitchen: ____ Yes ____ No ($50.00/hour) plus cost of a school-employed cook

Purpose of Kitchen Use: _____

Gymnasium: ____ Yes ____ No ($50.00/hour)

Purpose of Gymnasium Use: _____

Commons Area: ____ Yes ____ No ($50.00/hour)

Purpose of Commons Area Use: _____

Auditorium/Stage: X Yes ____ N ($50.00/hour)

Purpose of Auditorium/Stage Use: Showing of the film "Like"

Additional Items Requested (additional charge will apply):

Check those that are needed.

Microphone: ____ Internet Access: 1

Podium: ____ Phone(s): ____

Projector: 1 Screen: 1

Risers: ____ Piano: ____

Other:

Use of Facilities, Fees

Fees based on Board of Education Policy KF and Criteria 1 and Criteria 2

Number of classrooms_____ x $25.00 x _____ hours = _____

Number of common rooms_____ x $50.00 x _____ hours = _____

Additional Items requested = _____

Total Facility costs = _____

School Employee costs

Custodial staff (number) _____x hourly rate _____ = _____

Administrative (number)_____x hourly rate _____ = _____

Food Service Staff (number)___x hourly rate _____ = _____

Total Employee cost = _____

Total Facilities Use Cost = 0

Explanation of fees or waiver _____

Fees waived for Choice pass events.

Keys checked out _____ _____ _____ Yes/ No (circle one)

Key numbers Date By Whom Key Contract filled out

Swipe card approved _____ _____ Yes/ No (circle one)

Date By Whom Contract filled out

Administrative Approval:

Review Emergency Management Plan has taken place Yes/ No (circle one)

Administrator _____ Date _____

Leader (print) Emily Mirza Date 5/2/19

Leader (signature) [signature] Date 5/2/19

Copies to: Central Office
Office of Maintenance, Custodial & Grounds
Building Head Custodian
Business Office

Gunnison Watershed School District
Building Usage Requirements
All building usage must be approved by Principal or designee

Date 5/20/19 Time 5:00 - 8:30 pm

Group GCSMPP

Number of Participants: Adults 40 Students

Leader (print) Emily Mirza

Leader (signature) Emily M

Fees must be paid in advance to GWSD. A copy of the renter's Certificate of Liability Insurance listing GWSD, 800 N. Boulevard, Gunnison, CO 81230 as the Certificate Holder must be attached to the Facility Use Checklist prior to use.

All groups using the Gunnison Watershed School District facilities are responsible for cleanup of areas used. All tables and equipment must be returned to the location in which they were found. Leaders should ask school personnel for instructions in the use of any equipment which they are not familiar with.

Student groups should have enough supervision so that students stay in the designated area and are not in other parts of the school or outside unsupervised. The leader of the group is responsible for coordinating sufficient supervision. The leader of the group MUST arrive before the participants and be the last one to leave. It must be determined that all participants are on their way home and all doors are locked and the building is secure before the leader may leave.

Commons/Lobby: Sweep floor, wash tables, stack chairs, Take out trash

Stage/Auditorium Clean up any spills immediatly
Take trash out to trash facilities provided

Gym Usage: NO street shoes-court shoes only
Sweep floor, dump trash, mop up any spills
Return bleachers to storage position

Library Usage: Spills should be attended to immediately
Make sure room is as clean as you found it
Turn off lights-lock all doors
No food of drinks allowed

*Any questions regarding the above information should be directed to the Building Manager.

**Failure to follow any requirements may result in loss of usage of facility. Any damages occurred during activity are subject to fines for repairs.