



## **Facility Rental Policy 2023-24**

**Approved March 21, 2024**

### **Primary purpose**

From time to time external entities request to rent one or more areas of our facility. School facilities are for the primary purpose of meeting the educational needs of Thomas MacLaren School students. However, with reasonable policies and procedures, the school can serve the community in meeting social, civic, recreational and cultural needs by effective utilization of school facilities.

Prior to placing facility rental request, applicants should review the rental rates, insurance requirements, as well as the governing activities and conduct.

### **Insurance Requirements**

Prior to entering the Property, applicants may be required to obtain and maintain insurance in full force and effect as specified in this section during the term of this Agreement. All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to the State of Colorado.

Commercial General Liability Insurance written on ISO occurrence form or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- A. \$1,000,000 each occurrence;
- B. \$1,000,000 general aggregate;
- C. \$1,000,000 products and completed operations aggregate; and
- D. \$50,000 any one fire if not covered under general aggregate or if fire coverage if less under general aggregate.

Thomas MacLaren School shall be named as additional insured on the Commercial General Liability Insurance policy. Coverage required of the contract will be primary over any insurance or self-insurance program carried by the State of Colorado.

- A. The Insurance shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to Thomas MacLaren School by certified mail.
- B. The customer will require all insurance policies in any way related to the contract and secured and maintained by the customer to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of

Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.

- C. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to Thomas MacLaren School.
- D. The contractor shall provide certificates showing insurance coverage required by the contract to Thomas MacLaren School within 7 business days of the effective date of the contract, but in no event later than the commencement of the services or delivery of the goods under the contract. No later than 15 days prior to the expiration date of any such coverage, the contractor shall deliver Thomas MacLaren School certificates of insurance evidencing renewals thereof. At any time during the term of the contract, Thomas MacLaren School may request in writing, and the contractor shall thereupon within 10 days supply to Thomas MacLaren School, evidence satisfactory to Thomas MacLaren School of compliance with the provisions of this section.

### **Public conduct on School property**

The School is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and personnel.

The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

#### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school property or the personal property of a teacher, administrator, other school employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to that this code applies.

8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

**Facility space to be considered available for rental**

<b>SPACE</b>	<b>EQUIPMENT PROVIDED</b>	<b>BASE FEES</b>	<b>EQUIPMENT EXTRA</b>
Gym	Bathrooms	\$50.00/hour 2 hours minimum	Locker Rooms Sports equipment
Track/Field	Access to bathrooms	\$75.00/hour 2 hours minimum	Sports equipment
Playground	Access to bathrooms	\$50.00 flat rate 2 hours maximum	
Auditorium	Stage, Curtains, Seating, access to bathrooms	\$100.00/hour	Audio/Visual Special Lighting
Classroom	Desks, Chairs, access to bathrooms, A/V access	\$25.00/hour	Tech support
Upper Commons	Tables, chairs, access to bathrooms	\$75.00/hour	
Lower Commons	Access to bathrooms, A/V	\$50.00/hour	Seating, lunch tables, high tops -\$100.00 for setup
Commercial Kitchen	Access to kitchen facility, refrigerator, prep/serving stations, bathrooms	\$25.00/hour	Dishes, dishwasher, towels
Overhead Costs		\$50.00/Day	
Cleanup fees (if renter does not clean up to the school standard)		\$150.00	
Overtime charges		\$50.00 for every additional 30 minutes	