

## FACILITY USE RULES FOR CHURCHES USING DISTRICT BUILDINGS & GROUNDS

A Group Supervisor representing the Church shall be present at all activities and events approved by the District on the contract, both indoors and outdoors. This individual, upon arrival, shall introduce themselves to the custodian on duty.

The Group Supervisor shall:

1. Be at least 21 years of age.
2. Be minimally qualified to handle emergency situations and injuries that may arise.
3. Be vested with and authorized to use, upon their own discretion and judgment, a sufficient level of authority to control and effect discipline of the participants, including terminating the activity or removing any and all persons who violate these rules, endanger others, or damage District facilities or property.
4. Be the first one to arrive, be present the entire time, and the last one to depart the facility for all events.
5. Insure that all participants remain in the approved areas at all times.
6. Insure that school property is respected and left in the condition that it was found.
7. Insure that all users exit the property on time.

### Emergencies

1. The Group Supervisor shall be familiar with the location of a phone, fire alarms, and fire exits.
2. In case of fire, tornado, lightning strikes, or medical emergency, pull the fire alarm. Then call 911 and explain the emergency. Send someone outside to direct emergency personnel to the situation.
3. If a fire alarm is activated inadvertently, do not call 911. Evacuate the building and call Facility Management immediately at **303-589-2731**. The building may be re-entered after an "All Clear" is given by District Administration or by First Responders.

### General Rules

1. Children are to be supervised by an adult at all times.
2. Return classroom furniture to original configuration upon completion of use. Use of white boards or chalk boards in classrooms is not permitted. Do not erase any boards or remove posters/signs/decorations found in classrooms. Do not use any supplies or equipment (other than chairs and tables) found in the classroom. Respect the teacher's work space.
3. Do not leave dirty diapers, food, or pizza boxes in classroom trash cans.
4. Use of alcohol for communion or other services is not permitted.
5. Use of tobacco products is not permitted on District property.
6. Candles or open flame are not permitted.
7. Animals are not permitted on District property.
8. At no time may holes be made in walls to hang equipment or decorations. Blue painter's tape must be used indoors when hanging signs, posters, decorations, or banners.
9. Use of school technical equipment is not permitted unless arranged in advance through the Facility Use Office...
10. Signs and banners may be displayed outside and inside during contracted times only. Do not leave any flyers, posters, or pamphlets of any kind behind to be found by staff the next day.
11. Kitchens are not to be accessed at any time unless contracted for in advance through the Facility Use Office. A kitchen manager will be hired to monitor all activities in the kitchen.
12. Staff lounges are not to be used unless approved and arranged for in advance through the Facility Use Office.
13. Church supplies, equipment, and property may not be stored at the site at any time. It must be removed each week.
14. Never prop a door open for any reason.

### Gym Use Rules

1. No food or drink (other than water) is allowed in gyms.
2. Use of school sports equipment is prohibited.
3. Folding chairs or lawn chairs are not permitted on wood gym floors.
4. Only custodians are permitted to pull out bleachers.

### Field/Outdoor Use Rules

1. People should not shut off, touch, or drink from lawn sprinklers. Report broken sprinklers to 303-589-2731.
2. Parking or driving is not permitted on the fields, tracks, or grassy areas at any school. Park in designated areas only. Users must not park in the fire lanes, on adjacent private property, or in posted "no parking" areas.
3. Pets are not permitted on school grounds at any time.
4. Use of ground stakes to anchor tents or shade coverings is not permitted.
5. All trash generated outdoors is to be placed in school dumpsters or as directed by the custodian on duty.