

**COMMUNITY USE OF DISTRICT PROPERTY  
(For Non-District Use)**

While Colorado Springs School District 11 (the District) property is first and foremost to be available for District purposes, Colorado law authorizes the Colorado Springs School District 11 Board of Education (the Board) to permit the non-District rental of its property where such property is not needed for District purposes, where the non-District rental will not interfere with District use, and upon such other terms and conditions as the Board deems appropriate.

Through this policy, the Board authorizes the non-District rental of District property for such lawful purposes and upon such terms and conditions as are deemed appropriate by the Superintendent or the Superintendent's Designee. The non-District rental of District property shall be authorized only at such times as it is not needed for District purposes and will not interfere with District use. In addition, all non-District rentals shall be in accordance with applicable law, this policy, applicable administrative procedures and/or regulations, the District's Rental Agreement Contract, and other requirements that the District may impose from time to time.

At no time will an individual, partnership, and/or corporation operating either as an independent contractor to the District or as a separate business or non-District organization use the District name, school name, or logo(s) for purposes of advertisement or promotion, or as part of the activities' name recognition, without coordinating with the Procurement and Contracting Department/Rental Office.

The Board also authorizes the Superintendent or the Superintendent's designee to adopt a fee schedule that shall specify rental fees that will be charged for the non-District rental of District property. The fee schedule will provide for uniform rental fees that are equally applicable to all renters. In the alternative, the fee schedule may provide for a reduced rental fee for non-profit groups that is equally applicable to all such groups as determined in part by the benefits the District receives from other partnerships it may have with any of these groups, and a higher fee that shall be equally applicable to all other renters. All facility usage, for non-District purposes, requires a Rental Agreement Contract.

The Superintendent shall cause administrative procedures and/or administrative regulations to be developed that are consistent with this policy. Non-District use of District property will not be permitted without a rental agreement and associated insurance requirements in place as required. This includes use of facilities by District personnel for non-District related activities.

The Board directs all employees to support and assist with the implementation of this policy and the Administration's regulations and procedures.

Adopted September 10, 1975  
Revised August 18, 1976  
Revised June 23, 1982  
Revised January 1985  
Revised September 1991  
Revised September 1993  
Revised October 1995

Revised June 2000  
Revised August 2002  
Revised February 22, 2012  
Revised June 8, 2016

LEGAL REF.: C.R.S. 22-32-110(1)(f)

CROSS REFS.: ADC/GBED, Tobacco-Free District  
ADC/JICG, Tobacco Free Schools  
DFH, Games of Chance on District Property  
EDC, Authorized Use of School-Owned Materials and Equipment  
IHD, Adult/Community Education  
KF-R, Regulation to Policy KF, Community Use of District Real Property  
(for Non-District Use)  
KJK, Relations with Partisan Political Organizations  
CSEA Master Agreement