

## Application for Use of School Facilities

Organization/Event \_\_\_\_\_ Today's date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Facility(s) Requested \_\_\_\_\_

Select the category below that best represents your organization/event.

- **Category 1:** No facility use fee shall be charged to the following group. Additional custodial, cafeteria staff, and/or auditorium staff charges may be incurred. These fees will be based on the fee schedule in policy KF-R. The district shall require non-school groups to provide certificates of liability insurance listing Archuleta School District 50 Jt as an additional insured for all events.
  1. School-affiliated groups 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 principal and/ or assistant principal.
  2. Governmental entities using facilities. Examples of this include Pagosa Springs Town and Recreation using the facility for sports events or Archuleta County using the facility as a polling place.
  3. Precinct caucuses.
- **Category 2:** A facility use fee of \$75 for a one-time event or \$150 for a multi-use event shall be charged to the following groups for each application. Additional custodial, cafeteria staff, and/or auditorium staff charges may be incurred. These fees will be based on the fee schedule in policy KF-R. The district shall require non-school groups to provide certificates of liability insurance listing Archuleta School District 50 Jt as an additional insured for all events.
  1. Community-sponsored groups that do not charge a fee for the event and whose main purpose is to hold an informative meeting that is open to the public (such as League of Women Voters, political parties, local neighborhood organizations and recognized community service groups).
  2. Community-sponsored or non-profit youth and senior citizen activities (Boy Scouts, 4H, etc.) when:
    - a. Instructors or supervisors receive no payment for their involvement in that activity.
    - b. Fees for the activity, if any, provide only for direct non-personnel costs.
- **Category 3:** Commercial, private, church and other non-profit groups that do not meet the criteria in Category 2 and for-profit groups and individuals may rent school facilities when their use is compatible with Board policy. Additional custodial, cafeteria staff, and/or auditorium staff charges may be incurred. All fees will be based on the fee schedule in policy KF-R. The district shall require non-school groups to provide certificates of liability insurance listing Archuleta School District 50 JT as an additional insured for all events.

DATES AND TIMES TO BE USED (including set up and rehearsals)

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Facility Needs (equipment, tables, seating, etc.)

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Adopted: June 11, 2019  
Revised: November 12, 2019