



Douglas County Schools Facility Use Requirements

We welcome your rental group to Douglas County Schools. We ask that you treat our facilities with respect and care. When you submit an on-line facility use request, you agree to abide by the following guidelines as well as **District regulation KF-R-1**. Please read and be familiar with this District regulation for community use of school facilities.

1. Facility Use agreements are required for all group activities on Douglas County School grounds. Please contact the Facility Use office at (303) 387-0467 for information.
2. The applicant agrees that they shall be responsible for the conduct and control of all participants and spectators, and shall ensure that use of the facility is in compliance with all applicable federal, state, municipal, and School District safety regulations. The applicant agrees to provide adequate adult supervision during the use of the facility.
3. Groups must bring a copy of the completed Agreement for Non-School Use of School Facilities (Schedule Detail Report), to all events. This will serve as identification to the custodian, security staff, or other district staff.
4. A responsible adult will be in charge of children at all times. Due to supervision concerns, the designated adult must arrive with or before participants. A responsible adult will admit all participants into the building and then make sure the door is closed securely behind them. No exterior doors are to be propped open at any time.
5. Groups will remain in the approved areas only and will not venture into any other areas.
6. Start and end times will be strictly adhered to, or overtime charges will be assessed at a minimum of one hour or actual time, whichever is greater.
7. Rental areas will be left in the same or better condition as when you arrived. Please clean up all trash, wash and dry tables as needed and return furniture and other items to their original place.
8. Groups will provide their own supplies. There will be no use of any school materials. No items are to be stored on school property.
9. Food and drink are allowed only in tiled areas. No food or drink of any kind is allowed on carpeted areas or in gyms.
10. Climbing or sitting on gym bleachers when not fully extended is prohibited.
11. No dogs are allowed on school property.
12. Smoking and tobacco use in all District buildings and on all school campuses is prohibited at all times.