Thank you for your interest in utilizing a facility in Cherry Creek Schools. Please see below for a list of guidelines concerning District expectations on Cherry Creek Schools’ property.

Please respect School and District processes and procedures
- Follow all District Rental policies.
- Please schedule your rental time outside of school operating hours.

Please respect School and District Identity.
- Nothing identifying the location of your shoot as Cherry Creek Schools should appear in your film or images. Please exclude identifying markers such as District logos; individual school logos; athletic team logos or team mascots; and District school or program acronyms.

Please be respectful of students’ and staff’s personal items on District property.
- Desk drawers, cabinets and closets should remain closed and undisturbed.
- Items identifying individual students and staff members should not appear in your film or images. Please exclude student art work, homework or posted assignments; staff correspondence with students; and any correspondence between staff and parents.

Please respect School and District property.
- Do not prop open doors to allow unmonitored public entry into the school.
- All technology, educational and athletic equipment are designated for District use only.
- Please leave the facilities in the manner in which you found them – all chairs and desks should be returned to their original organization; any instructions written on boards should remain there; and the facilities in general should be ready for the following school day.

Please submit your script to the Facility Rental Office for District approval before your approved event date.
- Your script should not
  o promote or depict hostility, disorder or violence
  o attack ethnic, racial or religious groups
  o discriminate, demean, harass or ridicule any person or group of persons on the basis of gender
  o be libelous
  o inhibit the functioning of the school and/or school district
  o promote, favor or oppose the candidacy of any candidate for election, adoption of any bond/budget issues or any public question submitted at any general, county, municipal or school election
  o promote or depict the use of drugs, alcohol, tobacco, firearms or certain products that create community concerns
  o promote any religious or political organization
  o override the school/school district identity (POLICY KHB)
- The District reserves the right to decline building use for any reason.
Once again, thank you for your interest, and thank you for helping us uphold our District’s mission and values. If you have any questions, please contact the Office of Facility Rentals at 720-554-4416 or 720-554-4500. Please sign to indicate that you have read these Best Practices and agree to abide by the limitations.

_____________________________________(signature) _____________(date)