FAQ’s for Submitting CCSD Field/Track Requests

Thank you for your interest in utilizing CCSD fields for your practices and events. Please find below some helpful tips and practices for requesting use of CCSD fields.

If you have further questions, please contact the Office of Facility Rental at 720-554-4500 or 720-554-4416

Options for Field or Track Use

Not all CCSD fields and tracks are available for rental at all times.

- CCSD does not rent high school fields or tracks. Those fields are reserved for high school team use only.
- CCSD does not rent the fields or tracks of middle schools attached to high school campuses. Campus, Fox Ridge, Laredo, Prairie and Thunder Ridge fields and tracks are not available for rental.
- CCSD is limited as to the amount of time allotted on school fields for renter use. This usage may range from a maximum of nine to twelve hours per week, depending on the state/location/maintenance of the field. This allowance may differ from season to season.
- CCSD fields and tracks are not available for rental during school hours. They are available after 4:30pm at elementary schools and after 5:00pm at middle schools, until dusk, unless a school event takes priority over rental.

Field/Track Rental Request Windows

Spring: January 15th
- Spring field usage opens on March 1st, with an approved permit, weather permitting.
- Spring field usage ends on the Saturday after school releases for the traditional calendar summer break.

Summer: March 15th
- Summer field usage opens the Tuesday after Memorial Day.
- Summer field usage ends the Friday before students return to class in August (traditional calendar).

Fall: July 15th
- Fall field usage opens the Saturday before students return to class in August (traditional calendar).
- Fall field usage ends the Saturday ending the first week of November.

Please note that all field usage is weather permitting, so please use your best judgment.
All seasonal beginning and ending dates are final.

Field Rental Authorities

CCSD field usage is overseen by four different rental authorities. Please contact the group(s) below for use of the following fields:

Arapahoe Parks and Recreation – Delos Searle (303) 269-8413 @ delossea@aprd.org :
Antelope Ridge Elementary, Aspen Crossing Elementary, Canyon Creek Elementary, Dakota Valley Elementary, Indian Ridge Elementary, Mountain Vista Elementary, Peakview Elementary, Rolling Hills Elementary, Timberline Elementary
City of Aurora – Paul Smith (303) 326-8716 @ ptsmith@auroragov.org:
Arrowhead Elementary, Black Forest Hills Elementary, Buffalo Trail Elementary, Cimarron Elementary, Coyote Hills Elementary, Creekside Elementary, Eastridge Elementary, Independence Elementary, Meadow Point Elementary, Mission Viejo Elementary, Pine Ridge Elementary, Polton Elementary, Ponderosa Elementary, Sagebrush Elementary, Summit Elementary, Sunrise Elementary, Trails West Elementary, Village East Elementary; Horizon Middle School

CCSD – Office of Facility Rental (see above):
Cherry Hills Village Elementary, Cottonwood Creek Elementary, Fox Hollow Elementary, Greenwood Elementary, Heritage Elementary, High Plains Elementary, Holly Hills Elementary, Holly Ridge Elementary, Willow Creek Elementary; Falcon Creek Middle School, Liberty Middle School, Sky Vista Middle School, West Middle School

South Suburban Parks and Recreation – Shauna D’Amato (303) 953-7644 shaunad@ssprd.org:
Dry Creek Elementary, Homestead Elementary, Walnut Hills Elementary

Track Rental Authorities

CCSD track usage is overseen by only CCSD. Please contact the Office of Facility Rental for use of the following available tracks:
Bellevueview Elementary, Falcon Creek Middle School, Liberty Middle School, Sky Vista Middle School, West Middle School

Submitting Your Request(s)

Instructions for submitting requests can be found on the Office of Facility Rental webpage under “How to Become a Community Requester.” Pricing is also available on the Office of Facility Rental webpage under “Facility Rental – Room and Personnel Fees.”

Please submit your field requests for age-appropriate locations. For instance, please do not submit a request for an elementary school field for a freshman lacrosse team. The fields are designed and maintained for a particular age level in mind.

Please request the time frame you intend to use. Sprinklers have on and off times preset to accommodate usage schedules.

Please remember that approval for field usage does not include restroom usage inside the school. Field renters are not allowed access to the school itself. Please plan accordingly.

Please note that numerous community organizations and programs will request field time each season. We as a District hope to accommodate as many of our community members as we can, as best we can. So please note that while you may be approved for field time, it may not be all of the field time you had requested. Please review closely any approved field permits you receive.

You as the renter are responsible for notifying the Office of Facility Rental when you have not used a field or you wish to cancel a usage date and not be charged for that usage. You must notify this office, via email, at least 24 hours’ before or after the event, in order for charges to be removed from your invoice(s). Attempted cancellation or notification of non-use submitted more than 24 hours after the date will not be accommodated.

Maintenance of the fields and tracks is at the District’s discretion. If you have concerns about the condition of your rented field(s) or track(s), please contact the Office of Facility Rental.

Please note that all field and track rentals are subject to availability. School events and programs take first priority over all rentals.