
Office of Facility Rentals
4700 South Yosemite Street
Greenwood Village, CO 80111
720-554-4500/720-554-4416
720-554-2221 (fax)

Facility Rental Addendum



Safety:

Thank you for your interest in contracting use of Cherry Creek Schools' facilities. Our district is enthusiastic about sharing the use of our facilities with the community. Since safety is one of our primary goals, the following guidelines help to ensure an efficient, safe environment in which groups may enjoy our amenities.

- There must be at least two adults sponsoring or supervising the activity. Preferably, one adult will be located in the event and the other stationed in the hallway or entrance area.
- The responsible on-site sponsor must arrive prior to the activity and check in with building personnel. A time should be arranged to meet the school representative. Once inside the building, the sponsor should position themselves by the entrance.
- As participants arrive, the sponsor who is supervising the entrance door will be asked to sign in members of your group.
- Under no circumstances may doors be propped open or unlocked. We suggest that if the supervisor leaves the entry door he/she put up a sign with their cell phone number on it to enable participants coming late the ability to call and gain entry. District staff cannot monitor the door or allow any entry other than the designated individual sponsor.
- Sponsors are responsible for restricting participants and non-participants associated with the event to contracted areas only.
- All children, both participant and non-participants, must be accompanied by an adult at all times. This includes the use of restrooms.
- No food or drink is allowed in carpeted areas or in gymnasiums.
- The sponsor must report any suspicious behavior to a district representative immediately. Call for Service is reachable at 303-867-3375.
- A sponsor will ensure that all participants of the activity have left, and will be the last of the group to exit the building.
- The District requires a building security person for any group containing one hundred (100) people or more (this includes spectators). Groups containing two hundred-fifty (250) people or more will require two (2) building security personnel.

District employees will be monitoring the buildings during facility use. **Violations of the above policies may result in forfeiture of your contract.**

Thank you for helping to keep our buildings safe and secure so that community groups, students, and staff may fully enjoy their activity.

Please report any incidents of injury or damage to the Office of Facility Rental.