



CHERRY CREEK
INNOVATION CAMPUS

Community Use of the Cherry Creek Innovation Campus (CCIC)

The Cherry Creek School District encourages the use of its school facilities by members of the school community when these facilities are not in use for school activities. In accordance with CCSD's Policy KF, Community Use of School Facilities, and CCSD's Regulation: KF-R, the following regulations are established for community use of CCIC.

The Innovation Project Manager shall be responsible for the administration of Policy KF for the CCIC, Community Use of the CCIC, and this accompanying Regulation KF-R for the CCIC.

The role of the Innovation Project Manager under policy and regulation shall be that of assisting potential guests in finding suitable space and providing technical assistance to appropriate building staff upon request.

This office will accept requests year -round. However, some services may not be available year -round, such as catering services. Events will generally not be accepted during the district's closure dates.

This office requires a minimum 72-hour turnaround response time. Our goal is to complete requests in a one-week (business days) processing period. During high volume times of the year, e.g. the beginning of the school year or the holiday season, we will process requests based on the event date. We appreciate your patience and understanding. All final reservations will require a \$35 non-refundable processing fee.

To request space at the CCIC facility please do so electronically through [here](#).

For any questions/ concerns please connect with Tanir Weil, the CCIC's Innovation Project manager, at tweil@cherrycreekschools.org.

GENERAL INFORMATION

Not-for-Profit Status:

Not-for-profit status must be verified by presentation of Colorado Secretary of State certification, or IRS-501 C (3) designation. This verification is necessary and must be provided to the District in order to obtain Category A or Category B rental rates.

INSURANCE

A copy of your General Liability or special event liability insurance is due no later than 21 days prior to your event. For corporate customers, please also show Workers' Compensation coverage for your employees.

Certificate of insurance evidencing commercial general liability insurance with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate naming the Cherry Creek School District number five as an additionally named insured.

**Please see the CCSD insurance requirements at the end of this document.

Nondiscrimination:

All guests are subject to laws and regulations applicable to school districts which prohibit discrimination based upon age, sex, sexual orientation, national origin, race, color, ancestry, religion, marital status, creed, gender, or disability or need for special education services.

Denial of Requests:

CCIC reserves the right to deny building use for any reason. Approval will be denied if, in the judgment of the CCIC Administration, the proposed activities would:

- Jeopardize the equipment and/or facilities of the building or property.
- Conflict with school activities.
- Be incompatible with the school neighborhood; or,
- Violate any Board policy or local, state or federal law, including any state issued stay at home orders.

In the event of an emergency shortage, conservation program, major maintenance and/or renovation, inclement weather, staff shortages, public health crisis, pandemic, epidemic or other events beyond the CCIC's reasonable control, some or all buildings, grounds, and facilities may not be available. In such cases, a specific Rental Agreement may be canceled at the sole discretion of the CCIC.

Inclement Weather

When schools are closed due to inclement weather, all rental activities scheduled in district facilities are canceled.

You may call the Weather Delay and Closure line at 720-554-4701, or see the [CCSD School Closure and Storm Information page](#) for more information.

CONDUCT & DAMAGE TO PROPERTY

Rental Agreements for District facility usage shall constitute willingness to comply with all rules and regulations regarding the use of District facilities as set by the Board of Education. The guest must exercise the utmost care in the use of school premises and agree to protect, indemnify, and hold harmless the Cherry Creek School District

and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the Rental Agreement.

The approved party will be responsible for all damages and losses to the school facility and/or the contents thereof. In the event of damage to District property or facilities, guest shall accept the estimate of the amount of damage, as estimated by the District's Facilities Operations Department, and shall pay all such repair costs. The Board will not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property must be removed from the facility immediately after the use or before such time that the materials will interfere with school activities.

Misuse or abuse of District facilities, as well as nonpayment of previous use, will result in the immediate cancellation of a current facility use Rental Agreement and/or denial of future building or facilities use Rental Agreements.

CCIC POLICIES AND PROCEDURES

IN-HOUSE A/V SERVICES

The CCIC can provide much of your Audio-Visual needs. Equipment like TV screens, microphones and speakers, can be secured through the Innovation Project manager. All the Audio Visual equipment at the CCIC, is managed exclusively by a CCIC's Audio Visual Specialist. Any use of the house sound system, A/V equipment or services should be arranged through CCIC's events office.

WIFI / INTERNET ACCESS

CCIC provides free WiFi access inside the facility. Guests have access to a secured and password protected WiFi connection.

DECORATIONS, BANNERS AND OTHER SIGNAGE

The CCIC team would like to make every event at our facility special and a welcome experience. Therefore, every effort will be made to allow the guest to prepare decorations reflecting their creative requirement. Assembly and set-up of your decor is the guest's responsibility. If you need assistance with centerpieces or placing materials throughout your event space please let your Innovation Project Manager know.

No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Any damage will be charged to the guest after the event.

The following decor items are permitted:

- Latex Balloons – If balloons escape into the ceiling, a removal fee will be charged.
- Electronic candles
- Centerpieces Materials: including flowers, feathers, picture frames, chargers, bottles, etc.
- Specialty Linen (Linen rented from the CCIC will incur charges).

The following décor items are prohibited:

- Mylar Balloons
- Fire/Free Standing Candles
- Glitter/Confetti
- Dirt
- Hay, straw, corn stalks, or similar materials

Banners may not be affixed to the facility or suspended to any surfaces in the CCIC without prior review and approval. Banners may not be hung on walls or on windows with adhesives.

The CCIC can provide easels upon request at no extra charge.

LOADING DOCK

The CCIC has 2 possible loading areas, one on each floor. Because of limited space, vehicles should unload/load as quickly as possible in the loading dock then move to the parking lot.

LOADING/UNLOADING

Load in/ out can only take place within your contracted time. When working with the Innovation Project Manager, please be specific about your load in/out timing on your event schedule.

Load in/out should occur through the loading bays only, not through the front entrances. The CCIC has a limited number of flatbed carts available. If you need to reserve one, please do so through the Innovation Project Manager. There is one elevator that can be used to move small materials between the floors. The CCIC does not have storage available. If you need to send materials ahead of time, please connect with the Innovation Project Manager.

GUEST CLEANUP PROCEDURES

- Place all trash into lined garbage cans provided by CCIC.
- Clean all decorating debris before and after the event.
- Pick up all trash items from the floor that are too large to vacuum and place into trash cans
- Contact on-duty CCIC staff for cleanup instructions if spillage occurs.
- CCIC will provide lined garbage cans for all events.
- Excessive cleanup, such as breaking down and removing crates, boxes, packing materials, or decorations may result in additional charges at \$30.00/ hour.

SECURITY

For all events, we require security guards to be present. The CCIC provides these security guards at a cost for events that are taking place outside of school hours. A minimum of 2 security guards is required for each event.

A list of guest's names should be provided to the Innovation Project Manager no later than 7 business days prior to the event.

Every guest will stop at the security window / registration table for the event and will receive a name badge either provided by the group or by CCIC security.

Unauthorized possession or use of any type of firearms or weapons is strictly prohibited; no weapon or weapon-like item, such as knives, shall be brought into the facility.

LOST, LEFT BEHIND OR ABANDONED ARTICLES

CCIC is not responsible for lost items. However, every effort shall be made by our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Please note that unclaimed items may be disposed of at the discretion of CCIC Management

REPORTING OF INJURY OR DAMAGE

Guest(s) shall immediately notify CCIC representatives of the following: (a) any injuries requiring medical attention; (b) any damage to or malfunction of the equipment located in the Facilities; and/or (c) any other condition that may affect the safe and orderly operation of the facility.

Guest is responsible for reporting any incident occurring during approved rental time that results in the attendance of an emergency vehicle (ambulance, police patrol car, fire engine, etc.). This report may be made to a representative of the District onsite at time of event (building engineer or security) or to the District (Facility Rental Specialist) immediately after said incident.

All costs associated with the attendance of an emergency vehicle shall be accepted by the guest.

KITCHEN RENTAL



CCIC Kitchen is hereby grants the guest the right to use the Facilities, including, but not limited to, stoves, sinks, refrigerators, freezers, counters, individual storage areas and units, and such other facilities, equipment, and services as might be provided by CCIC Kitchens.

The use of kitchen facilities must be coordinated with the CCIC Events Department and at least one person from the Hospitality pathway must be present when the kitchen is used. In addition, the guest agrees to obey Food Services Department Policies and Regulations and all applicable Health Department requirements.

Food Equipment Safety and Sanitation. Guest and all persons comprising the associated personnel who shall be making use of the Facilities for or on behalf of the guest, shall at all times maintain proper food handling and safe use of the equipment comprising the Facilities in compliance with [Health Department requirements](#).

Permits and Licenses. Guest, so long as it and/or the associated personnel continue to use the Facilities, shall maintain in good standing all permits, licenses, and other regulatory permissions that might be required by law, including, without limitation, any required business license, sales tax license, seller's permit, and/or processing food registration.

Reporting of Injuries and Damage. Guest shall immediately notify CCIC representative of the following: (a) any injuries requiring medical attention; (b) any damage to or malfunction of the equipment located in the Facilities; and/or (c) any other condition that may affect the safe and orderly operation of the kitchen.

Guest is responsible for reporting any incident occurring during approved rental time that results in the attendance of an emergency vehicle (ambulance, police patrol car, fire engine, etc.). This report may be made to a representative of the District onsite at time of event (building engineer or security) or to the District (Facility Rental Specialist) immediately after said incident.

All costs associated with the attendance of an emergency vehicle shall be accepted by the guest.

Cleaning. After each use, and prior to User's departure, User will restore to a clean and sanitary condition any portion of the Facilities used by User, including, without limitation, any floors, sinks, equipment, pots, pans, utensils, storage areas, surfaces, and such. Guest agree they shall be charged the amount of \$30.00 per hour (1 hour minimum) for any cleanup required to be performed by CCIC to bring the kitchen to a clean and sanitary condition.

CATERING DEPARTMENT POLICIES

CCIC has an in-house catering department that is familiar with the CCIC's regulations, policies and procedures. All breakfasts, lunches, and catered functions are prepared and served by students in training under the direction and supervision of our certified hospitality instructors.

In the case our in-house catering is unable to provide food or beverages, or if it is your preference, the use of outside caterers is possible but may require a set up/ breakdown and cleaning fee. Please refer to the "Outside Catering food waiver form at the end of this document.

- ❖ CCIC Catering can accommodate groups of 30 to 200 for banquets or buffets depending on our schedule.
- ❖ A guarantee as to the number of guests is requested five (7) business days prior to the function. Once determined, the final guarantee is not subject to increases. If an increase is requested by the guest and the CCIC is able to accommodate, guest will be charged for the additional count. Other fees might apply.
- ❖ Groups will be charged for the guaranteed number of guests even if fewer attend the day of.
- ❖ To preserve freshness, food quality, ensure food safety and reduce food waste, buffet menu packages are designed to be displayed to guests for up to 2 hours. Break packages are designed to be displayed for one hour. Coffee Service can be displayed for up to 2 hours.

- ❖ CCIC Catering adheres to state and local health guidelines which dictate that food items may not be taken off the premises. Accordingly, all food and beverage prepared and provided by CCIC Catering, must be consumed during the specific event and may not be taken off property.

ADDITIONAL COSTS

- ❖ Menu price of item per guest includes: chafers & fuel, serving utensils, platters, bowls, etc.
- ❖ A 15% setup fee for service will be applied to all food and beverage sales. This charge is intended to cover disposables or china & silverware, tablecloth, napkins, & decorations/ event signage the CCIC might provide.
- ❖ Non-tax exempt groups will be charged an 8% sales tax for all costs.

CANCELLATION POLICY

A \$35.00 administrative charge will be applied to all groups booking at the CCIC. This fee is non-refundable.

The cancellation of any food and beverage services must be received in writing.

Cancellation of an event that includes food, can be canceled without penalty up to 10 business days prior to the event. Cancellation 0-9 business days prior to the event, will cause a 100% estimated loss in Food and Beverage revenue and the guest will be responsible for 100% of the costs and will pay in full.

The cancellation of any non- food and beverage meeting, can be done up to 24 hours before the event. Additional charges may apply in the event the CCIC spent time or funds to prepare for the event.

In the event of an emergency shortage, conservation program, major maintenance and/or renovation, inclement weather, staff shortages, public health crisis, pandemic, epidemic or other events beyond the CCIC's reasonable control, our buildings or grounds may not be available. In such cases, a specific Rental Agreement may be canceled at the sole discretion of the CCIC.

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PAYMENT

Fees will be determined by the Office of Facility Rentals in accordance with the current fee schedule. All checks or money orders should be drawn in favor of the "Cherry Creek Innovation Campus."

A \$35.00 administrative charge will be applied to all groups booking at the CCIC. This fee is non-refundable.

All fees are due within fifteen (15) days upon receipt of invoice unless otherwise determined by the District. A minimum of a 10% late fee per week will be assessed if required to collect past due amounts. The District reserves the right to take any and all applicable legal actions to collect past due amounts for the rental of its facilities.

CCSD's REGULATIONS

(Reference: CCSD Facility Rental disclaimer and general regulations)

The policies and regulations of the Cherry Creek Schools Board of Education govern use of the rental facility and are incorporated herein as though fully set forth. In particular, Policy KF and Regulation KF-R concern community use of rental facilities and can be found here: <https://go.boarddocs.com/co/chcr/Board.nsf/Public#>
(Go to the "Policies" tab - "K. School/ community Relations" - See policies KF & KF-R)

The regulations set out below are intended to be consistent with all pertinent Board of Education policies and regulations.

1. The use of school buildings or grounds by school groups under school sponsorship shall take precedence over any other use.
2. When any school building or facility is under a Rental Agreement, a school custodian or approved District staff member must be present and the costs assessed to the Lessee, if applicable. Lessee shall not negotiate with nor compensate and such District personnel directly. Any and all fees and charges to be paid directly to Cherry Creek School District.
3. There must be adequate adult supervision for all usage and the Lessee shall provide a certificate of insurance. The Lessee may be required to provide proof of adequate adult supervision to satisfy fire and safety regulations.
4. Lessee must confine themselves to the rooms and corridors assigned for their use, and to the approved times. Areas must be vacated completely at the designated time or double use fees will be assessed.
5. Organizations other than school-affiliated groups using the District buildings may not establish any type of concession or contract out for the concessions for the purpose of dispensing foods, candies, popcorn, soft drinks or sundries in school buildings or on school grounds. School-affiliated groups must have prior written approval from the principal building representative to operate or contract out a concession.
6. Activities that may present a health hazard to students, such as dog obedience classes or pet shows, will not be allowed.
7. The use and possession of alcoholic beverages or illegal drugs by any person or group on District property is strictly prohibited.
8. Smoking and tobacco use is strictly prohibited in all school buildings or on school grounds.
9. Unauthorized possession or use of any type of firearms or weapons is strictly prohibited.
10. Any form of illegal gambling is strictly prohibited in District facilities or on school grounds.
11. Overnight use of any facility requires the approval of the principal and the Assistant Superintendent of Auxiliary Services.
12. No storage facilities will be provided, nor responsibility accepted by Lessor, for any equipment or materials brought in by Lessee, unless specifically addressed in a governmental joint use agreement.
13. Furniture will not be moved from building to building by Lessee.

14. School buildings and facilities may not be used for private family use, ie., wedding receptions, birthday parties, funerals, recreation picnics, cookouts, etc.
15. Lessor reserves the right to schedule other activities or events in other parts of the building or facility not covered by a Rental Agreement.
16. The School District insurance policy prohibits the use of model airplanes, drones, model cars, model rockets which use a flammable substance, as well as any type or aircraft or hot air balloons on school property.
17. Certificates of insurance evidencing commercial general liability with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate naming the District as additional insured will be provided prior to the usage of the facility. Proof of additional coverage(s) may be required.
18. The transfer, assignment, or sublease of this Rental Agreement is strictly prohibited