



CCSD Facility Rental Best Practices: For All Renters

Thank you for your interest in utilizing a facility in Cherry Creek Schools. Please see below for a list of guidelines and District expectations for scheduling facility usage on Cherry Creek School District property.

General Rental Requirements

Community Renters must apply and be approved as an online requester. Renters may be asked to meet with the Office of Facility Rental before approval if new to the school district as a renter.

If you are registering to become a new requester for a larger club organization, you may need to have your affiliation confirmed by that organization. Please double-check to see if there is already a designated requester for your organization.

Current proof of a minimum of \$1 million in general commercial liability coverage, listing Cherry Creek Schools as an additional insured, is required. Requests will not be approved without current proof of insurance coverage.

Facility rentals may not be requested during school operating hours.

Submitting Requests

- Cherry Creek Schools accommodates numerous community organizations in our facilities on a daily, weekly and seasonal basis. You may not be approved for all dates you have requested.
- Facility availability may change from day to day. A requested date may not be approved due to the scheduling of another activity for that date/location/time.
- Requests are not approved on a first-come, first-served basis.
- Please select only one school per request. Selecting multiple schools on one request will result in a denial of the request and an automated reply to resubmit an individual request for each school.
- This office requests a two-week minimum turnaround period to process requests. Please note that requests submitted less than two weeks before the intended start date may not be approved in time for that date.
- All previous and past due invoices must be paid in full before additional requests may be approved.
- Your rental request is not approved until you receive a permit via email, a representative from your organization signs that permit electronically, and that permit is electronically returned to this office. If you have not received a permit, your request may not be approved. Please contact the Facility Rental Office if you have questions, 720-554-4416 or 720-554-4500.

Cancellations

- Availability is subject to the scheduling of school events and activities. If a school activity needs to take precedence, your rental may be canceled or delayed.
- The Office of Facility Rental requires 24 hours notice of cancellation via email before your rental date. Charges will not be removed retroactively. When Facility Rentals is notified of your cancellation, this office will notify the school of your cancellation.
- If you are canceling due to impending inclement weather conditions, please contact this office as soon as possible either before or after the event date.

- Inclement weather conditions may result in a school's outdoor athletic programs being brought inside the gyms to practice. If this occurs, your gym rental may be canceled, as school events take precedence. If the school cancels the event, the renter will not be charged for that date.
- Please see the [Cherry Creek School District webpage](#) regarding information about District-wide school closures. If school district facilities are closed, then all facility rentals are canceled.

Other Information

- A non-refundable \$35.00 processing fee accompanies all approved requests.
- Custodial and/or security personnel coverage may be required for your event, at an additional hourly cost.
- Please review the rental agreement and electronically sign it so it returns to the Office of Facility Rental. This is required by the district's legal department. We have been advised that permits that are not signed and returned will be canceled.
- Rental participants must enter via the main front door; entry via the Before and After Care entrance is not permitted.
- Please station a volunteer at the front door to monitor your attendees. Propping open doors is not allowed and may result in the cancellation of your permit. Please see Facility Rental Addendum.
- Please remain in the area(s) that your group has been approved to occupy. Use of areas other than those approved on your permit will result in the cancellation of your permit. Please see Facility Rental Addendum.