



CCSD Facility Rental Best Practices: Churches

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 usage on Cherry Creek School District property.

- Renters must become and be approved as a requester. Renters may be asked to meet with the Office of Facility Rental before approval if new to the school district as a renter.
- Required: Current proof of minimum \$1 million in general commercial liability coverage, listing Cherry Creek Schools as an additional insured.
- A \$35.00 processing fee (per school) is applied to each approved request and will be invoiced. Fees may be paid via the online payment portal or check. Checks should be mailed to The Office of Facility Rental, ESC Bldg., 4700 S. Yosemite Street, Greenwood Village, CO 80111
- There is a \$5 change of contract fee for all client-initiated changes. (This fee will be waived if there is a district-determined closure after the client has canceled, e.g. inclement weather, building closure, school activity that preempts the reservation.)
- Building Engineer coverage is required for events occurring on weekends. If there will be 100 participants and attendees or more Security will also be required.
- For both Building Engineer and Security coverage, there will be a minimum charge of three hours each. Building Engineer and Security (if applicable) overtime fees apply for the duration the church is in the school facility, plus ½ hour before and after the arrival/departure of the church members.
- A Facility Rental Specialist will meet with your representative, a school representative, and the building engineer at the school to provide a tour and answer any questions you may have. Please contact the Office of Facility Rental to schedule a tour of a facility.
- Churches fall under Category D in District Policy KF-R concerning rental status and pricing.
- Additional costs may apply as changes are made to your permit. A \$5.00 change of contract fee applies for each requested change.
- Tables and chairs may be made available for usage upon request. Cafeteria tables are available for use in the cafeteria.
- No food or drink is allowed in carpeted areas. Food and drink are allowed in the cafeteria. Wine is not permitted.
- Classrooms may be available for rental at elementary schools and some middle schools. These classrooms will be limited in number.
- Open flame is not permitted in any Cherry Creek School District facility. Please do not bring baptismal fonts into the facilities.
- No storage space is available at any Cherry Creek School District facility, neither inside nor outside, neither overnight nor long term. Please be prepared to bring your equipment with you every Sunday.
- No permanent fixtures are to be affixed in the auditorium.
- If the use of an auditorium is requested, a theater manager may be required to oversee your use at an additional hourly cost. In this case, auditorium availability is subject to theater manager availability.
- Outdoor events (Easter Egg Hunt, family picnic, etc.) must be coordinated with the Office of Facility Rental, just as indoor facility use would. Bouncy Houses and Food Trucks are not permitted.
- Churches will be billed for both setup time and teardown time for all locations.

Other Information

- **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*.
- Please return your utilized space to its original condition after use. Please clean all tables and other surfaces used in your activities.
- Please notify the Office of Facility Rental with 24 hours advance notice when you are not going to utilize a space.
- If you have questions or concerns regarding your rental, please contact your Facility Rental Specialist.