



CCSD Facility Rental Best Practices: Boy Scouts/Girl Scouts

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 Boy Scout or Girl Scout meeting/event space in Cherry Creek School District facilities.

Please see *CCSD Best Practices: For All Renters*.

Submitting Requests

If you are a new requester for a Girl Scout or Boy Scout group, your leadership status will need to be confirmed by your respective organization. Once your organization has confirmed that you are approved as a leader, your requester status will be approved. This verification process may take some time, so we appreciate your patience.

A \$35.00 processing fee (per school) is applied to all approved requests and will be invoiced. Fees must be paid via the on-line payment portal.

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.)

Please note that events occurring outside of your regularly scheduled meetings will incur Category C room rental fees. Events held on Saturdays or Sundays will incur room rental fees and personnel (custodial and/or security) overtime fees.

Please submit one request for all your regularly scheduled meetings. Each den, troop, and pack should submit a separate request for their respective meeting dates.

Please submit separate requests for any special events that occur outside of your regularly scheduled meeting dates, such as a Blue and Gold Banquet, a Pinewood Derby, Thinking Day, a Father/Daughter Dance, etc.

Please request age-appropriate and attendance-appropriate locations for your scouting events.

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 make sure siblings are engaged in activities in your approved areas. Siblings (and group members) should not be in hallways or classrooms without appropriate adult supervision.

Requests for elementary school gymnasium and/or cafeteria will be permitted beginning at 6:30 p.m. when the Before and After Care Program is in session. This allows our B&A Program to complete for the day and the custodial staff to clean the area before the reservation begins.

Please be aware that Before/After Care equipment and materials are solely for the use of Before/After Care participants, not outside renters. Storage areas should not be entered or tampered with under any circumstance.

Please note that gym equipment is not available for renters' use. This equipment includes balls, ropes, climbing walls, mats, and any item that is school property.

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.