



K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 4
Title	AP Facility Use by Community
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Legal	C.R.S. 22-32-110(1)(f) Chávez/Huerta K-12 Board of Directors
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The Administrative Policy outlined for Board Policy 4220 will provide procedures on how to rent a facility from any school at CHPA

Persons wishing to rent a facility from CHPA may fill out a Facility Use Form either online or from the business office at CHPA.

Facilities for rent include the CCA, ECMS, or DPHH Cafeterias, the CCA, ECMS, or DPHH Gyms (may include the locker rooms at ECMS or DPHH) or the Football or Softball fields at DPHH

Renters must fill out the application form in its entirety, including any the name of the organization responsible for renting the facility (if applicable), a tax-exempt number for non-profit organizations, the organization contact person and responsible party contact person, their insurance carrier, any additional services (i.e security and maintenance), and the applicant's signature.

Applicants must also include the date and time of the rental, the activity which will take place in the facility, the estimated number of participants and spectators (if applicable) and any type of facility set-up.

All information must be submitted to CHPA at least two weeks prior to the event taking place. The application will first go to the Athletic Director's Department to determine whether facilities are available to rent. If approved, the request will go to the facilities director for scheduling of

maintenance workers. If the application is denied, the applicant will be informed of this decision and given the option to choose an alternate date or facility.

Once the Athletic Director's department approves the application, the Facility Director will assign maintenance workers for the rental, and the Executive Director's office to assign security (if applicable).

The application will then go to the finance office where insurance will be verified, deposits will be collected, and fees will be assessed. The following fee schedule will be used for renting facilities at any of the schools

Facility Rental Fee Schedule: Groups 0-99 people (small gym or small cafeteria)

- Facility	Non-Profit Organizations	For Profit Organizations
Gymnasiums	\$30 per hour	\$60 per hour
Cafeterias	\$30 per hour	\$60 per hour
Football Softball Practice Field	\$35 per hour	\$70 per hour

Facility Rental Fee Schedule: Groups 100 – 1250 (Large Gym or Cafeteria)

- Facility	Non-Profit Organizations	For Profit Organizations
Gymnasiums	\$80 per hour	\$160 per hour
Cafeterias	\$60 per hour	\$120 per hour
Football Softball Practice Field	\$70 per hour	\$140 per hour

Once fees are assessed, the applicant will be required to submit all fees and deposits two days prior to the event. If fees are not paid prior to the event, the event will not be allowed to proceed.

The application process will conclude by having the Executive Director sign off for final authorization.