

FACILITIES RENTAL

District residents and community patrons who wish to schedule use of school buildings, fields or grounds must submit a signed form to the [Facilities Rental Office](#) or school administrator/designee. Those who are not district residents or community patrons may submit an application but preference will be given to residents and patrons.

Supplies*17.(LOC).00.2620.0610.000.0000.8801.00.BRO.00

*Other accounts may be added as needed. Please contact Budget Services at 303-365-5812, regarding additional accounts.

- **Description**

Applications for building/facility use must be made by filling out a building use request form. Forms are available from the District Facilities Rental Office. Completed forms may be submitted to the school administrator in the building being requested or to the facilities rental office. If the requested space is available on the date requested, the administrator will schedule the facility and forward the entire application to the facilities rental office for review. The facilities rental office will process the request, identify and collect all fees prior to approval of the request.

Facility use customers will be billed for hours that have been contracted. Additional billing will be done if facility usage exceeds the contracted hours. Custodial overtime charges will be billed on actual time used, which includes custodial arrival time, event time, cleaning up and securing the building. The custodial overtime rate is thirty-five dollars (\$35) per hour. In addition, a nonrefundable administrative fee of fifteen dollars (\$15) will be charged per application. School and school support groups will not pay an application fee.

Buildings will receive a portion of the room rental fees. The application fee and a portion of the room rental fee will remain in the District Facilities Rental Office revenue account.

Monies received from the rental of district facilities should be used to support student education. Schools must have all purchases approved by their P-20 Director. Any funds received for building use that have not been expended by individual sites at the end of each fiscal year will carryover for site use the following fiscal year. Accounting records this amount in source code 67XX (fund balance). This is a fund balance account - **do not code transactions here.**

- **Procedure**

Rental agreement will be processed by either the site or the Facilities Rental Office. The District Facilities Rental Office will invoice according to the rental rates (listed in the community use of school buildings/fields and grounds policies and regulations [[APS Code: KFB and KFC](#)]). Invoicing will also include personnel scheduled to work.

Time reporting forms must be filled out and signed by the building administrator. The white and yellow copies of the time reporting forms should be forwarded to the District Facilities Rental Office weekly. See [Payments/To Pay an Employee for Hours Worked](#) section of this manual.

Revenue should be deposited by the Facilities Rental Office. A journal entry will be created by facilities rental to credit sites for their portion of the revenue after payment has been received. Sites receive either 75% or 50% of the room rental fee – 75% if the site processes the application and 50% if the District Facilities Rental Office processes the application.

Expenditure requests should be e-mailed to the P-20 Director and his/her secretary. Upon review of the request for use and appropriateness, an approval reply will be sent. This e-mail approval must be included with backup documentation for all subsequent P-Card statements, requisitions and employee expenses and/or journal entry requests. Clear descriptions must be used for all Oracle entries.

The [Division of Equity and Learning](#) will keep a pending hard copy of approval e-mails filed by site to reconcile against transaction history reports for each school's facilities rental expenditure accounts.

Financial activity will show up on [APS GL Transaction History Download XML \(M367\) reports](#) (using your location, sub program 8801, and BRO code as low and high parameters).