



Division of Finance
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TO: Administrators, Principals
FROM: Adrienne Bradshaw, Controller
DATE: August 8, 2014
RE: Facilities Rental Program – Overview and Appropriate Use of Funds

Overview

District buildings and facilities are built and maintained through community support, per District Policy KFB/KFC. For this reason, school facilities should be made available to community members when not in use for school-sponsored activities. In accordance with district policy, various youth groups and organizations that rent district buildings and facilities are charged a building use fee. Funds collected are shared between the Facilities Rental Department (25 percent) and school sites (75 percent). A school that generates facilities rental income may retain these funds at the school. All equipment fees are returned to the building site.

Appropriate Use of Funds

In keeping with district policy and our focus on student achievement, funds received from the rental of district facilities and buildings should be used to support student education and the school's instructional mission.

Examples of allowable expenditures from Facilities Rental accounts are detailed below:

- 1) Upkeep and repair of school facilities;
- 2) Campus beautification;
- 3) Teacher appreciation and student recognition; or
- 4) Purchases which will benefit the student body such as computers for the computer lab or media center, student planners, school-wide events, playground equipment, athletic field improvements or equipment and supplies for the classroom.
- 5) Other “operational” needs at the school which may not be covered by district funds due to budget constraints. Examples are as follows:
 - Annual contracts (for educational purposes only);
 - Monthly service for school communications equipment;
 - Monthly service for school security system;
 - Purchases to improve the front entrance or other areas accessible by students, for the general benefit of the school, students, and staff.

Approval for the use of these funds now resides with the building Principal, effective July 1, 2014. Director approval is no longer required. 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.