

COLORADO SPRINGS SCHOOL DISTRICT 11



Management Directive from the Superintendent FY17/18

Date: June 15, 2018

Subject: Use of District Facilities by Parent Associations/Organizations

Management Directive #: MD-F1

Purpose:

The parent-teacher associations/organizations in the schools are viewed by the District as sincerely interested in and staunch supporters of public education. They focus in a collaborative manner to support student success.

It is recognized that school based parent associations/organizations will want to use District facilities for events and programs that require an outside individual, company and/or independent contractor to facilitate events and programs. This Management Directive addresses the minimum requirements necessary to ensure appropriate measures are taken to protect against potential risk and liability exposures to the parent associations/organizations, individual members and the District.

All parent associations/organizations need to obtain applicable insurance coverage(s) based on their structure and planned activities/events and be familiar with the coverages and exclusions contained within those coverages.

Directive:

1. All uses of a District facility by a parent association/organization must be coordinated with, and approved by the principal or principal's designee.
2. Other than regularly scheduled parent association/organization meetings, all other activities and/or events must be requested through the use of a District Facilities Use Agreement.
3. Should a parent association/organization enter into any contract, written agreement or other agreement deemed to be contractually binding with any individual, company, corporation or group, all insurance and certificate of insurance requirements as identified within the District Facilities Use Agree must be complied with at all times

Signed: _____

Handwritten signature of Dr. Nicholas M. Gledich in blue ink.

Dr. Nicholas M. Gledich, Superintendent

Date: 6-15-18