

	Title:	Procedure No.:	FS-300
	Facility Use Guidelines (District) Customer Support Center	Effective Date:	09/14/2017
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Compatibility, Safety, and Security

The following regarding compatibility, safety, and security considerations shall apply to all use of district facilities:

1. Events and activities must comply with the intended use of the facility and not put the facility at risk.
2. Indoor events must not exceed the posted occupancy loads.
3. Events and activities must not exceed the capacity of parking lots.
4. [City ordinances 17-181 and 17-182 section \(b\)](#) prohibit overnight camping on district property.
5. Grass fields may be closed for use if degradation would likely result because of water shortage, drought, or other conditions that adversely affect the turf.
6. If district or personal property may be compromised, locations within district buildings may be restricted for use unless prior approval is obtained through the district site and the Customer Support Center.
7. Advertising must fall under district policy [KHC – Distribution/Posting of Non-District Communications](#).
8. Vending from a mobile food truck, pushcart, or other vehicle must comply with [City ordinances governing outdoor vending](#), and the vendor must have all applicable licenses.
9. Activities and events must comply with [City municipal code Chapter 20, Article II](#) on noise.

Facility Use Fees

The following facility use fees for district users shall apply:

1. Personnel, as defined in the [Facility Use Fee Schedule](#)

Guideline Maintenance

The director of facility services, or designee, shall maintain these guidelines.