

Title: Track/Tennis Court Community User Authorization Customer Support Center	Procedure No.:	CSC-300
	Effective Date:	07/26/16
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Introduction

Community members must enter into a Track/Tennis Court Community User Authorization in order to use district tracks and tennis courts for personal use. In accordance with [KF – Use of District Facilities](#), use of tracks or tennis courts for commercial purposes must be permitted through the Customer Support Center (CSC).

General Regulations

Track/tennis court community users shall adhere to the following regulations when using district tracks and/or tennis courts:

- Pre-K-12 education is the priority use of district facilities; tracks or tennis courts cannot be used during the regularly scheduled school day, when the tracks or tennis courts are in use by school sponsored programs, or when use of the tracks or tennis courts has been otherwise scheduled through CSC.
- Users shall comply with all applicable federal, state, and local laws, as well as applicable district policies, regulations, and administrative guidelines.
- The following are not permitted:
 - Pets on play surfaces due to sanitary considerations
 - Food, sunflower seeds, nuts, or gum on play surfaces
 - Glass containers
 - Lawn chairs on synthetic, tennis court, or running track surfaces
 - Bicycles, skateboards, rollerblades, strollers, motorized vehicles, remote control cars and planes, and rockets on play surfaces
- Person assigned track and tennis court keys shall be responsible for the keys. Keys shall not be transferred or duplicated.
- In the event of inclement weather, tracks and tennis courts shall not be used; unauthorized snow/ice removal is not allowed.
- Fields or special event areas within the fence enclosure are not to be used.
- Any trash generated must be disposed of in an appropriate receptacle.
- Report any damage to CSC at (970) 490-3333.
- The district shall not assume any responsibility for lost/stolen personal articles.
- The track and tennis courts shall be secured by the community user after use.

Track/tennis court community use fees

A non-refundable, non-prorated annual fee of \$20 will be required for use of a track or tennis court. The annual fee will be due during the first month of the calendar year; at this time, a new key will be required to access the tracks and tennis courts.

Process for obtaining a track/tennis court key

To obtain a key for a district track and/or tennis court, community users must do the following:

1. Read the Track/Tennis Court Community User Authorization and fill out the attached form.
2. Submit the form to CSC at csc@psdschools.org or deliver in person to 2445 LaPorte Avenue, Fort Collins, CO 80521.
3. Once the non-refundable, non-prorated annual fee is remitted, a key will be issued for the specific track or tennis court requested.
4. On the renewal date, return to CSC, remit the annual fee, and a new key will be issued.

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Process for obtaining access to the Fossil Ridge High School track

To obtain keyless access to the track at Fossil Ridge High School, community users must do the following: (please note, Fossil Ridge High School track is the only facility with keyless access)

1. Read the Track/Tennis Court Community User Authorization and fill out the attached form.
2. Submit the form to CSC at csc@psdschools.org or deliver in person to 2445 LaPorte Avenue, Fort Collins, CO 80521.
3. Once the non-refundable, non-prorated annual fee is remitted, mobile credential access will be issued to the user via an email link. By downloading the link, the credential will be added to the user's smartphone.
4. The mobile credential will be tied to the smartphone; if the phone is upgraded or changed, a new credential must be issued.
5. Upon renewal during the first month of the calendar year, the mobile credential will be renewed electronically.

Lost keys

In the event a track or tennis court key is lost, a new key may be obtained by resubmitting the Track/Tennis Court User Authorization and remitting the annual fee.

Consequences for improper use and/or property damage

Failure to comply with these rules and regulations may be the grounds for loss of community user privileges for the person assigned the track or tennis court key.

User authorization maintenance

The director of facility services, or designee, shall maintain this user authorization.