



**Aurora Public Schools
 Division of Support Services
 Department of Athletics and Activities
 Facilities Rental Office
 15701 E. 1st Ave., Suite 200, Aurora, CO 80011
 303-326-1957 Fax: 303-326-2122**

REQUEST FOR FACILITY USE

Before completing this form, read the USER RESPONSIBILITY, DISTRICT INDEMNITY and GENERAL REGULATIONS on the reverse side. Complete this request at least two weeks prior to intended use and forward it to the Facilities Rental Office. You will be informed by the Facilities Rental Office as to the disposition of your request. Use is approved only after form is signed by a Facilities Rental Manager.

Person completing this request (please print) _____

Sponsoring organization _____

Billing Address _____

Nature of Activity _____

Is admission being charged? _____ Are donations being taken? _____ Is there a registration fee? _____

Youth Group? _____ Age of participants _____ Within District? _____ Outside District? _____

Adult Group? _____ Number of participants (Adult or Youth) _____

School Requested	Room/Field Requested	Date * (from-to)	Time (from - to)

*Please note what day(s) of the week are being requested.

Personnel Requested					
Custodian		Supervisor		Lighting/Stage Crew	
Security/Police		Technical Director		Lifeguard	
Nutrition Service Worker					

Equipment Requested							
Microphone		Piano		TV/VCR/DVD		Spotlight	
Microphone (Wireless)		Podium		Overhead Projector		Stage Lights	

(Charges will be assessed for personnel and/or equipment.)

I have read the requirements on the reverse side of this request and will comply with the stated provisions. I also agree to pay the \$15 application fee.

Responsible Party Signature _____ Date _____

Business Phone _____ Home Phone _____

E-mail Address: _____

 TO BE COMPLETED BY THE BUILDING SUPERVISOR

_____ The above request is APPROVED by the building supervisor.

_____ The above request is DENIED by the building supervisor.

Reason for denying request _____

Building Supervisor _____ Date _____

 TO BE COMPLETED BY THE FACILITIES RENTAL OFFICE

Enclosed are the fees, if any, which will be charged to you and your organization for the use of the facilities described above. These fees must be paid at least five days in advance of the use of the facilities. Make your check payable to: Aurora Public Schools

Signature of Facilities Rental Manager _____ Date _____

CONTRACT LANGUAGE

User Responsibility and District Indemnity

- A. The signer of the application warrants that s/he is duly authorized to act as the legal agent of the organization using the building/facility, and as such, will be responsible for compliance with all conditions for use of district property and equipment. The applicant signing the "Request for Facility Use" and the organization so represented will agree to defend, indemnify and hold harmless the District, its employees and officers, (and any persons whose property may be within that building), from any claim, financial loss or expense which may arise from the use of the facility by the applicant. In addition, by signing the request for building use form, the applicant agrees that all activities and events it holds on district property shall be open to all persons regardless of disability, and that it will comply with the requirements of state and federal laws relating to disabled persons, including the Americans with Disabilities Act.
- B. The applicant shall be responsible for the conduct and control of all participants and spectators and shall see that all federal, state, municipal and District regulations governing safety are followed. The applicant shall also be responsible for taking immediate steps to stop any activity that threatens damage to the facility or injury to any person attending the activity. There must be adequate adult supervision for all use. The District will require the user to provide certificate of insurance with coverage and limits acceptable to the District and proof of adequate police and fire protection. The applicant must agree to be financially responsible to the District for any and all damages that occur to the building and property during the period of use. Excessive wear to the District's equipment caused by non-school users will be charged to the user.

General Regulations

- A. Any use of District buildings, facilities or property must be in good taste (as judged by the school district using community standards). In addition, no use may create a nuisance, an unreasonable risk of harm to participants or those in the neighborhood, an unreasonable risk of a disturbance to the neighborhood in which the school is located or a hazard to other persons.
- B. When any school building is occupied, a school custodian or other building representative must be present and the user must pay any necessary overtime pay.
- C. School buildings and facilities may not be used for private family use (i.e. wedding receptions, parties, recreation).
- D. Organizations using District buildings/facilities shall neither negotiate with nor pay any employee directly for services rendered.
- E. Persons using District buildings/facilities must confine themselves to the Room(s) and corridor(s) assigned for their use during the approved time. Areas must be vacated completely at the agreed upon ending time; otherwise, overtime charges may be assessed.
- F. All groups or organizations not directly affiliated with the school shall meet only after school hours.
- G. Keys to the school buildings shall not be issued to any applicant.
- H. Groups using District buildings/facilities must not establish any type of concessions for the purpose of dispensing any food or beverage of any kind in the school buildings or on school grounds, except at designated facilities as approved by the Facility Rental office.
- I. The use and possession of alcoholic beverages or illegal drugs by any person or group (including spectators) on District property is strictly prohibited.
- J. Smoking on all District grounds is strictly prohibited.
- K. Neither gambling nor unlicensed games of chance (i.e. bingo, lotteries, raffles) shall be permitted in District buildings/facilities. Only generally accepted amusement games may be conducted at student-oriented or similar activities.
- L. No supplies or equipment will be stored in school buildings without prior approval of the school administrator or the Facility Rental office.
- M. Safety – All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times.
- N. Rental of outside facilities/fields does NOT include restroom facilities. Customers may be required to rent portable toilets. Improper use of exterior buildings for restroom will result in revocation of field permit.