



**Facility Operations**  
**Facility Reservations**  
 1500 East 128<sup>th</sup> Avenue  
 Thornton CO 80241  
 720-972-6100 Closure Information  
 720-972-4911 After hours emergencies

*Office Use Only*

**APPLICATION FOR FIELD USE LICENSE**

**The \$25.00 non-refundable Application Fee must be submitted with this form.**  
**Proof of Liability Insurance must be submitted with this form.**

Organization/Department: \_\_\_\_\_

For Profit  Non-profit  **A copy of the certificate must be submitted with this Application.**

Event Contact Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Other #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Party Responsible for Payment: Same  or Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Name \_\_\_\_\_

Preferred Facility: \_\_\_\_\_ Area(s): \_\_\_\_\_  
(name of field / field type)

Date(s) of Event: \_\_\_\_\_  
(Month) (Day) (Year) (If recurring, please indicate start and end dates.)

Event Days: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Date Exceptions: \_\_\_\_\_

Reservation Time: Start \_\_\_\_\_ End \_\_\_\_\_ Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

Concessions:  Yes -  No *Removal of all trash from the grounds and trash receptacles is the responsibility of the Licensee.*  
 Locker-Rooms / Restrooms  (Will require a custodian)

\_\_\_\_\_  
 Signature Date

***By signing this Application I affirm that I have read, understand, and agree to be bound by the Field Use License Application Procedures, Terms & Conditions and Superintendent Policies.***

*Office Use Only:* Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Adams 12 Five Star Schools Facility Reservations Fee Schedule

**Application Fee:** \$25.00, non-refundable; An additional fee of \$100.00 is due when submitting a Facility Use application when use is on a Saturday, Sunday or holiday. This amount will be applied to the balance due.

All rates are per hour.	Category A	Category B	Category C	Category D	Category E
	Volunteer led youth civic / service groups	Cities / Municipalities youth activities	Non-Profit youth organizations	Non-Profit adult and mixed use (events w/adults and youth)	Commercial, for-profit youth and adult
<b>ELEMENTARY SCHOOLS</b>	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>	<b>Category E</b>
Classroom, Commons, Kiva, Lobby, Library	\$1.25	\$2.50	\$5.00	\$12.50	\$25.00
Cafeteria	\$3.00	\$6.00	\$12.00	\$30.00	\$60.00
Small Gym	\$2.50	\$5.00	\$10.00	\$25.00	\$50.00
Large Gym	\$3.75	\$7.50	\$15.00	\$37.50	\$75.00
Field Space (No lights)	\$3.00	\$6.00	\$12.00	\$30.00	\$60.00
<b>MIDDLE SCHOOLS</b>	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>	<b>Category E</b>
Classroom, Commons, Kiva, Lobby, Library	\$2.00	\$4.00	\$7.00	\$17.50	\$35.00
Cafeteria	\$3.75	\$7.00	\$14.00	\$35.00	\$70.00
Small Gym	\$4.50	\$9.00	\$18.00	\$45.00	\$90.00
Large Gym	\$5.50	\$11.00	\$22.00	\$55.00	\$110.00
Field Space (No lights)	\$3.25	\$6.50	\$13.00	\$32.50	\$65.00
<b>HIGH SCHOOLS</b>	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>	<b>Category E</b>
Classroom, Commons, Kiva, Lobby, Library	\$2.50	\$5.00	\$10.00	\$25.00	\$50.00
Cafeteria	\$4.50	\$9.00	\$18.00	\$45.00	\$90.00
Wrestling Room	\$4.50	\$9.00	\$18.00	\$45.00	\$90.00
Small Gym	\$5.50	\$11.00	\$22.00	\$55.00	\$110.00
Large Gym	\$6.75	\$13.00	\$26.00	\$65.00	\$130.00
Small Theatre	\$4.00	\$8.00	\$16.00	\$40.00	\$80.00
Auditorium	\$6.25	\$12.50	\$22.00	\$55.00	\$110.00
Field Space (No lights)	\$3.50	\$7.00	\$14.00	\$35.00	\$70.00
Northglenn HS Football Field (artificial turf)	\$11.25	\$22.50	\$45.00	\$90.00	\$180.00
Parking Lot	\$1.75	\$3.50	\$7.00	\$17.50	\$35.00

EQUIPMENT	
PA System / Podium w/Microphone	\$15.00 / event
Volleyball Stand / Net	\$5.00 / day
Athletic Mats	\$50.00 / event
Athletic Mats	\$5.00 / day
Locker Room(s) (2)	\$50.00 / day
Scoreboard (portable, indoor/outdoor, basketball, volleyball, football; check-out)	\$50.00 / each / event

STAFF	
Custodian	\$35.00 / hour
Light & Sound Tech	\$40.00 / hour
Security	Varies
Fees	
Event Clean Up Fee	\$100.00 / day
Late Payment Fee	\$25.00 / notice

The Facility Operations Assistant Director will determine applicable rates for groups, spaces, equipment and personnel not defined in this schedule.

These rates are in effect for all events occurring on or after July 1, 2015

## FIELD USE LICENSE APPLICATION PROCEDURES, TERMS & CONDITIONS

**To submit an application you must also submit the \$25 application fee, proof of liability insurance and, if applicable, proof on non-profit status.**

All facility use fees can be paid via VISA or MasterCard, cash or check. Should your check be returned for insufficient funds, you expressly authorize your account to be electronically debited or bank draft for the amount of the check plus any applicable fees. The use of a check is your acknowledgement and acceptance of the policy.

Completed applications, supporting documentation, and the application fee must be received a minimum of **seven (7) days** prior to intended usage.

Facility Reservations reserves the right to assign, and if necessary, reassign facilities, terminate and/or deny use at any time, for any reason.

### **Application Priority:**

1<sup>st</sup> Priority: School Programs

2<sup>nd</sup> Priority: District Programs

3<sup>rd</sup> Priority: Entities having agreements establishing priority

4<sup>th</sup> Priority: Complete applications, in the order they are received

Applications are accepted during normal business hours, generally 7:30am – 4:30pm Monday through Friday at the Educational Support Center located at 1500 E. 128<sup>th</sup> Ave, Thornton, CO, 80241.

Once Facility Reservations receives all documentation and the application fee, it will review the application and either confirm the request or deny the application. All applicants will be notified regarding the status of their application.

If the application is approved, you will be notified via email. The email details the fees, facility(s), and usage hours. Full payment must be made a minimum of four (4) days prior to use. Rental, personnel and equipment fees are considered the minimum fee and will not be subject to discounts or refunds if less facility hours are used. Additional charges will be assessed if usage exceeds the permitted hours. The permit must be present during facility usage.

**Do not use fields when damage may occur due to extremely wet or dry conditions.** The Licensee shall be responsible for any and all damages. For field closure information call 720-972-6100. Groups that do not show up for permitted use due to extreme weather conditions, must contact Facility Reservations within two (2) business days to reschedule, pending availability.

### **Changes / Cancellations**

Changes to the permit must be made at least four (4) days prior to use, in writing, to Facility Reservations. All changes are subject to a \$15 fee per change to the permit.

AMOUNT OF USAGE FEE FOR CANCELLED SPACE	DAYS IN ADVANCE OF CANCELLATION	COST	REFUND
Less than \$25.00	Any	No fee	No refund
\$25.00 - \$100.00	Any	\$25.00 Fee	Based on balance of account
More than \$100.00	More than 15 days' notice	\$25.00 Fee	Based on balance of account
More than \$100.00	Less than 15 days' notice	25% of usage fee for cancelled space	Based on balance of account

Groups that do not show up for permitted use and/or do not notify Facility Reservations at least four (4) days prior to scheduled use, will be charged the full usage fee.

No fees will be assessed if changes or cancellations to the permit are initiated by the District.

### **Field Rules**

1. Licensee shall fully comply with all local, state and federal laws and ordinances.
2. Licensee is responsible for and may inspect the fields prior to use to determine suitability for intended use. Inspection must be coordinated through Facility Reservations.
3. The Licensee understands the field comes "as is".
4. The Licensee is responsible for field clean up at the end of each day's use. This includes water bottles, wrappers, paper products, etc. Trash must be packed up and removed from school grounds.
5. Access to school restrooms must be pre-arranged. Licensees may contract for a port-a-let directly. Licensee must coordinate placement of the unit with Facility Reservations and school personnel. The Licensee ensures the unit is maintained and locked when not in use.

6. No motorized vehicles, bicycles, scooters, skateboards or roller blades are allowed on the field. Cars must use designated parking spaces.
7. No tampering, modifying, or abusing of the field-watering equipment is allowed.
8. Field marking must be done in such a manner that there is no damage or destruction of the grass (with an approved field marking paint/chalk). No gasoline, herbicide or similar chemical may be used.
9. Portable goals must be set up and taken down each day. Permanent goals must be pre-approved by Facility Reservations before installation.
10. No climbing on or over fences or backstops.
11. Open flame, candles, fire, and/or smoking are not permitted on any District facility or premise.
12. The possession or use of alcoholic beverages, illegal substances, tobacco, marijuana and/or weapons is prohibited on all District property. Any person that appears to have partaken of alcoholic beverages, marijuana and/or illegal substances will not be permitted on District property. The District reserves the right to notify law enforcement of any violations.
13. The Licensee shall be responsible for all damages and/or loss of property resulting from use of the facility and/or premise. Licensee agrees to indemnify, defend and hold harmless Adams 12 Five Star Schools officers, directors and employees against any and all claims and for any attorney's fees incurred as a result of Licensees acts or omissions.
14. Non-District Licensees must procure and maintain in full force during the term of the agreement a policy of General Liability insurance with a minimum limit of liability of one million dollars (\$1,000,000) per occurrence.
15. Licensee warrants that it does not discriminate on the basis of race, color, sex, age, religion, creed, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity, or disability.
16. The District retains the right to cancel this License at any time without refund of any fees or deposits paid and will do so if in the reasonable opinion of the District any of the following events occurs: 1) unsatisfactory conduct by the Licensee or its Invitees/Attendees; 2) damage to the event space(s), facility and/or grounds or to any facilities therein or elements thereof caused by the Licensee or any Invitees/Attendees; 3) scheduling of special events which the District deems to be of priority (fees or deposits paid will be refunded); 4) failure of the Licensee to comply with any conditions of the License and Agreement; 5) failure to provide proof of the required insurance coverage; 6) failure of the Licensee to pay required deposits in full.
17. The District shall be excused from the performance of any obligation hereunder during and for so long as their performance is prevented by force majeure including without limitation, Acts of God, weather conditions, war or other national emergency, acts of terrorism, any civil disturbance, strikes or labor disputes, failure of electronic or mechanical equipment, unavailability of materials or labor to their contractors, or shortage of materials or labor or transportation facilities, the orders or directives of any court or government agency, or other cause beyond the District's reasonable control.
18. THE DISTRICT MAKES NO WARRANTY, EXPRESS OR IMPLIED CONCERNING ITS FACILITIES, WHICH ARE PROVIDED "AS IS". THE DISTRICT EXPRESSLY DISCLAIMS ALL WARRANTIES, INCLUDING BUT NOT LIMITED TO WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES OF MERCHANTABILITY. IN NO EVENT WILL THE DISTRICT, ITS OFFICERS, AGENTS OR EMPLOYEES BE LIABLE FOR DIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION OR OTHER PECUNIARY LOSS) ARISING DIRECTLY OR INDIRECTLY FROM THE USE OF (OR FAILURE TO USE) OR RELIANCE ON THE FACILITIES, EVEN IF THE DISTRICT HAS BEEN ADVISED OF THE POSSIBILITY THAT SUCH DAMAGES MAY ARISE.

Non-compliance of these terms may result in forfeiture of further use.

Field Use terms and conditions are subject to change without notice.

All Superintendent Policies apply and are incorporated herein.