



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

*Office Use Only*

**APPLICATION FOR FACILITY USE LICENSE**

**The \$25.00 non-refundable Processing Fee must be submitted with this form.**

**If the event is scheduled for a Saturday, Sunday or holiday, the application fee is \$125.00, of which \$100.00 will be applied to the balance due. 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): \_\_\_\_\_  
(gym, café, auditorium, etc.)

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: \_\_\_\_\_

Will food/beverages be served:  Yes  No **Food/beverages in cafeteria only.**

Equipment Needs:  Chairs \_\_\_\_\_  Tables \_\_\_\_\_  Nets \_\_\_\_\_  Locker-rooms  
(Quantity) (Quantity) (Quantity)

PA System/Mic  Athletic mats  Scoreboard (portable; for check-out)  Air Conditioning (**\$125/day Fee**)

Other \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

## 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, Library	\$2.00	\$3.00	\$5.00	\$13.00	\$25.00
Cafeteria	\$3.00	\$6.00	\$12.00	\$30.00	\$60.00
Large Gym	\$4.00	\$8.00	\$17.00	\$40.00	\$75.00
Field Space (No lights)	\$3.00	\$6.00	\$13.00	\$35.00	\$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, Library	\$2.00	\$4.00	\$7.00	\$18.00	\$35.00
Cafeteria	\$4.00	\$7.00	\$14.00	\$40.00	\$75.00
Small Gym	\$5.00	\$9.00	\$20.00	\$45.00	\$95.00
Large Gym	\$6.00	\$11.00	\$24.00	\$55.00	\$115.00
Field Space (No lights)	\$4.00	\$7.00	\$15.00	\$33.00	\$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, Library	\$3.00	\$5.00	\$10.00	\$25.00	\$50.00
Cafeteria	\$5.00	\$9.00	\$18.00	\$45.00	\$90.00
Wrestling Room	\$5.00	\$9.00	\$18.00	\$45.00	\$90.00
Small Gym	\$6.00	\$12.00	\$24.00	\$60.00	\$115.00
Large Gym	\$7.00	\$13.00	\$26.00	\$65.00	\$130.00
Small Theatre	\$4.00	\$8.00	\$20.00	\$40.00	\$80.00
Auditorium	\$7.00	\$13.00	\$25.00	\$60.00	\$115.00
Field Space (No lights)	\$4.00	\$7.00	\$18.00	\$35.00	\$70.00
Northglenn HS Football Field (artificial turf)	\$12.00	\$23.00	\$45.00	\$90.00	\$180.00
Parking Lot	\$2.00	\$4.00	\$10.00	\$18.00	\$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	\$50.00 / day
Late Payment Fee	\$25.00 / notice

The Facility Use Manager 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, 2017

## FACILITY USE LICENSE APPLICATION PROCEDURES

**To submit an application you must also submit the \$25 application fee, proof of liability insurance and, if applicable, proof of non-profit status. If the event is scheduled for a Saturday, Sunday or holiday, the application fee is \$125.00, of which \$100.00 will be applied to the balance due.**

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 / Virtual EMS (school use only) 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 process the application and either confirm 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 use license must be present during facility usage.

Personnel fees include arrival time, event time, clean up and securing the building. When appropriate, personnel fees will be adjusted to include snow removal on sidewalks and entryways and any additional personnel time. Personnel services are arranged at the discretion of Facility Reservations, but are required on weekends and holidays.

Contact Facility Reservations for current information regarding parking lot snow removal.

Requests for air conditioning will incur additional charges and are only refundable if temperature levels fall above the District range of 73-77 degrees for longer than 50% of the permitted time—refund requests must be made within 48 hours. Requests for air conditioning must be made a minimum of four (4) business days prior to the event date.

### **Changes / Cancellations**

Changes to the use license 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 use license.

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 use license are initiated by the District. For closure information, please call 720-972-6100.

Groups that do not show up for licensed use due to extreme weather conditions, must contact Facility Reservations within two (2) business days to reschedule, pending availability.

### **Church Groups / Organizations:**

A \$1500 deposit is required upon application approval. After appropriate termination of space and all fees are paid in full, the deposit will be returned to applicant.

All church groups/organizations must provide a thirty (30) day written notification of vacating facilities.

Billing is performed monthly, around the 15<sup>th</sup>, for the previous month's usage. Payment is due within fifteen (15) days of the date of the invoice.

### **Scout Groups:**

Special events, such as Blue and Gold Banquet and Pinewood Derby, do not qualify for the Volunteer led youth civic / service groups rate; these events will be charged accordingly based on the fee schedule.

### **Superintendent Policy**

All Superintendent Policies apply and are incorporated herein.

## FACILITY USE LICENSE TERMS & CONDITIONS

1. 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.
2. Licensee shall fully comply with all local, state, and federal laws and ordinances.
3. In the event of an emergency the licensee may be removed from the reserved Adams 12 space without notice if the space is required for reunification purposes.
4. Security may be required at the District's discretion. Facility Reservations will determine the need for paid security and the number of security staff required. The Licensee shall be responsible for these costs.
5. Proper supervision shall be provided by the Licensee. Supervision must ensure the protection of school property, the enforcement of these governing rules and Superintendent Policy, and must ensure the prevention of non-licensed facility use.
6. Food, gum and/or beverages are only allowed in school cafeterias. Water bottles/containers are allowed in the remaining areas.
7. Event attendees must remain in the space licensed for and the designated restrooms.
8. Entering and exiting a building is determined by the building representative. Propping doors open is prohibited.
9. No running, bouncing or throwing balls in the hallways or on the walls. No sliding on railways.
10. Black-soled shoes and shoes with wheels are not allowed on gym floors.
11. High school scoreboards are not available to community groups. Portable indoor/outdoor scoreboards are available to rent from the Facility Reservations Department.
12. Hanging on basketball hoops or dunking is prohibited.
13. All tables must be covered for art projects.
14. Missing or lost items are not the responsibility of the District.
15. Open flame, candles, fire, and/or smoking are not permitted on any District facility or premise.
16. Sub-contracting of District owned facilities is prohibited.
17. The Licensee shall obtain permission from Facility Reservations to decorate and may only use materials acceptable to the local fire marshal. All decorations must be removed before leaving the facility. Defacement, damage and destruction to a facility and/or premises is prohibited. All repair costs incurred by the District will be charged to the Licensee.
18. The Licensee shall inspect all areas of use for damage and facility readiness. All issues should be reported to the building representative immediately.
19. Applicant is responsible for and may inspect the facility and/or premises prior to use to determine suitability for intended use. Inspection must be coordinated through Facility Reservations.
20. 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, its officers, directors and employees against any and all claims and for any attorney's fees incurred as a result of Licensee's acts or omissions.
21. Should any Adams 12 facility be closed for any reason, or if school is canceled or released early for emergencies or weather conditions, all use is canceled. Similarly, if the District cancels evening events at any or all facilities, all use at those facilities is also canceled. For closure information please call 720-972-6100.
22. 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 and/or illegal substances will not be permitted on District property. The District reserves the right to notify law enforcement of any violations.
23. 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.
24. 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.
25. 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.
26. 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.

Procedures, Terms and Conditions are subject to change without notice.