



**Facility Operations**  
**Athletic Facilities**  
 1500 East 128<sup>th</sup> Avenue  
 Thornton CO 80241  
 720-972-4218

*Office Use Only*

**APPLICATION FOR STADIUM USE LICENSE**

The Application Fee of \$125.00 must be submitted with this form; \$100.00 of the fee will be applied to the balance due. Proof of Liability Insurance must be submitted with this form.

Applications are accepted beginning: June 1<sup>st</sup> for usage July through December  
 December 1<sup>st</sup> for usage January through June

**Organization:** \_\_\_\_\_

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:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Preferred Facility:** Five Star Stadium  North Stadium  ▪ Practice  Game  ▪ Youth  Adult

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

**Event Days:** Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

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

**Event Needs:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Stadium Lights (Fee)          | <input type="checkbox"/> Practice Field (Fee)      | <input type="checkbox"/> Team Locker Rooms               |
| <input type="checkbox"/> Press Box (Fee)               | (Natural grass)                                    | <input type="checkbox"/> Dressing Room for Officials     |
| (Includes scoreboard, clock, public address system)    | <input type="checkbox"/> East Side Restrooms (Fee) | <input type="checkbox"/> Ticket Selling Booths           |
| <input type="checkbox"/> Track & Field Equipment (Fee) | <input type="checkbox"/> West Side Restrooms       | <input type="checkbox"/> Concession Booth (Fee)          |
| (Includes hurdles, high jump, pole vault pits)         | <input type="checkbox"/> Football Marker/Chains    | <input type="checkbox"/> Concession Self set-up (gratis) |
|  | <input type="checkbox"/> Soccer Flags/Nets         | <b>Headsets are not available</b>                        |

**Special Needs:** \_\_\_\_\_

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

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

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



## Five Star Stadium (~6,400 seats) and the North Stadium (~2,900 seats) Fees

ITEM	Youth	Non-Profit	Commercial
<b>Stadium Rental</b> Includes locker rooms, west side restrooms	\$75.00 / hour	\$225.00 / hour	\$375.00 / hour
<b>Stadium Field Rental (Practices only)</b> Includes locker rooms	\$50.00 / hour plus \$40.00 (1 hour of Stadium Operator time)	\$150.00 / hour plus \$40.00 (1 hour of Stadium Operator time)	\$250.00 / hour plus \$40.00 (1 hour of Stadium Operator time)
<b>Concession Booth</b> Includes hot dog roller, popcorn popper and ice machine; staffing must be provided by licensee. (No fee if licensee sets up their own table(s) for concessions.)	\$250.00 / event	\$250.00 / event	\$250.00 / event
<b>Concession Booth Power</b> If licensee sets-up their own table(s) for concessions, and needs to utilize power (110V or 220V) to run their own equipment.	\$50.00 / event	\$50.00 / event	\$50.00 / event
<b>Practice Field Rental (natural grass)</b>	\$14.00 / hour	\$35.00 / hour	\$70.00 / hour
<b>Press Box</b> Includes scoreboard, clock, PA system	\$125.00 / event	\$125.00 / event	\$125.00 / event
<b>East Side Restrooms (Visitor side)</b>	\$70.00 / event	\$70.00 / event	\$70.00 / event
<b>Track &amp; Field Equipment</b> Includes hurdles, high jump, pole vault pits	\$150.00 / event	\$150.00 / event	\$150.00 / event
<b>Lights</b> Up to three (3) hours More than three (3) hours	\$100.00 \$150.00	\$100.00 \$150.00	\$100.00 \$150.00
<b>Stadium Operator</b> Scheduled 1 hour prior to group's arrival through 1 hour after group's departure.	\$40.00 / hour	\$40.00 / hour	\$40.00 / hour
<b>After Event Clean-up Crew</b> Number of hours to be determined by the nature of the activity.	\$35.00 / hour	\$35.00 / hour	\$35.00 / hour
<b>Stadium Rental Season Rate</b> This rate applies to licensees utilizing District 12 stadiums for each game* when District 12 stadiums are reserved for the licensee's entire home season schedule (three (3) game / three (3) date minimum). The fee covers all stadium, personnel and equipment fees. Concession booth fees are extra. *Game= 2 teams playing each other for 1 game.	25% discount of Stadium rental	25% discount of Stadium rental	25% discount of Stadium rental

The Facility Operations Assistant Director will determine applicable rates for equipment and/or personnel not defined in this schedule.



## STADIUM USE LICENSE APPLICATION PROCEDURES, TERMS & CONDITIONS

Completed applications, the application fee, and supporting documentation must be received a minimum of two (2) weeks prior to intended usage.

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

All stadium use fees can be paid via credit card (2% convenience fee will be assessed), 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 this policy.

Damage deposits may be required upon Application approval; Athletic Facilities will determine the need for a damage deposit.

### **Application Priority:**

- 1<sup>st</sup> Priority: District Programs
- 2<sup>nd</sup> Priority: Entities having agreements establishing priority
- 3<sup>rd</sup> Priority: Complete applications, in the order they are received

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

Non-District licensees must procure and maintain in full force during the term of the Use License a policy of General Liability insurance with a minimum limit of liability of one million dollars (\$1,000,000) per occurrence.

**The status of the application will be provided via email.** If the application is approved, payment in full must be made a minimum of one (1) week prior to use.

Please Note: 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 Use License hours.

### **Changes / Cancellations**

Changes to the Use License must be made at least four (4) days prior to use, in writing, to Athletic Facilities. All changes are subject to a \$25.00 fee per change to the Use License.

Cancellations must be made a minimum of two (2) weeks prior to intended use and are subject to a \$50.00 cancellation fee.

Cancellations less than two (2) weeks before the intended use are subject to a \$250.00 cancellation fee.

Groups that do not show up for licensed use will be charged the full estimated fee.

In cases of inclement weather, all efforts will be made to reschedule the event. If the event cannot be rescheduled all fees shall be refunded less a \$50.00 administrative fee. Please note: snow may not be removed from the Stadium field for non-District events.

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

### **Stadium Rules**

1. Licensee shall fully comply with all local, state, and federal laws and ordinances.
2. Licensee is responsible for and may inspect the stadium prior to use to determine suitability for intended use. Inspection must be coordinated through Athletic Facilities.
3. Only authorized and approved District vehicles are allowed on the stadium track and turf areas. All other vehicles must use designated parking spaces.

4. All spectators must remain in the grandstand areas; only participants and coaches are allowed on the infield and track areas.
5. Ticket sales or ticket distribution must be limited to the seating capacity of the stadium grandstands: Five Star Stadium 6400, the North Stadium 2900.
6. Food products, beverages and snacks, including candy, gum and sunflower seeds, are to be consumed in the grandstand areas and are not allowed on the track or artificial turf areas. **Additional fees will be assessed for any cleaning required due to food on the track or turf area.**
7. Only tennis shoes or track shoes with 1/8 inch spikes or less may be used on the track area.
8. Open flame, candles, fire, and/or smoking are not permitted on any District facility or premise.
9. Propane, gas, radiant, electric or other types of heating elements are not allowed.
10. The possession or use of alcoholic beverages, illegal substances, tobacco 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.
11. Security may be required at stadium events at the District's discretion; Athletic Facilities will determine the need for paid security and the number of security staff required. The Licensee shall be responsible for these costs.
12. 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 and 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.
13. 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.
14. 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.
15. 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.
16. 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.

Stadium Use application procedures and terms and conditions are subject to change without notice.

All Superintendent Policies apply and are incorporated herein.