

**AUTHORIZATION FOR USE OF SCHOOL FACILITIES
AND PROPERTIES**

**North Routt Community Charter School
26990 Eagle Lane
Clark, CO 80428**

This agreement is required for all use including donated use. A copy shall be sent to the Business Manager.

NAME OF ORGANIZATION and EIN/ Tax ID if applicable:

BILLING ADDRESS:

REQUESTED DATES(S) OF USE:

REQUESTED ROOM OR OUTSIDE AREA:

TYPE OF USE:

REQUESTED TIME (START-END):

REQUESTED EQUIPMENT:

INSURANCE CARRIER: _____

POLICY NUMBER: _____ EXP. DATE: _____

PROOF OF INSURANCE MUST BE ON FILE PRIOR TO USE OF SCHOOL FACILITIES or OUTDOOR AREAS

CONTACT PERSON:

BUSINESS PHONE: _____ HOME PHONE: _____ (required)

CELL NO.: _____ (required) E-MAIL: _____

ALTERNATE CONTACT: _____ (required)

BUSINESS PHONE: _____ HOME PHONE: _____ (required)

CELL NO.: _____ (required) E-MAIL: _____

RENTAL FEE(S): _____
(per schedule in [NRCCS F-11 Use of School Facilities and Ground](#) .)

Refundable Security/Damage Deposit:

(All fees are to be paid in advance unless prior arrangements have been made.)

NRCCS will keep renter’s credit card or security check on file in case additional cleaning is required. If it is determined the renter did not properly clean up after themselves, an additional \$100 fee will be taken out of their security deposit or from the card on file. Additionally, if glitter was used while using NRCCS facilities, the cleaning charge is \$200.

I, the undersigned authorized representative of the organization, (“Renter”) have read the [NRCCS F-11 Use of School Facilities and Grounds](#) and I agree to the terms and conditions. I agree to be responsible for keys, key cards and access codes. I agree not to duplicate, lend or otherwise transfer keys, key cards, or access codes, and agree to return any keys or key cards within 24 hours of use. I accept full responsibility for inspecting the premises prior to use and reporting any problems such as vandalism or dirt and debris, to the School in writing within 12

hours prior to my scheduled use time. I agree to inspect the premises prior to locking up and I accept full responsibility for necessary clean up and vandalism or other damage that occurs during my scheduled time or if I fail to lock up. Custodial services are not available on weekends, after normal business hours, or on school days off/school breaks. I understand as a user of the facility it is my responsibility to ensure steps, walkways, and other access routes to the building are clear of snow, ice, and other potential weather-related hazards during my scheduled time. If I am unable to conform to these requirements, I will cancel the use of the facility.

In consideration of being permitted to use the North Routt Community Charter School's (School) premises, facilities, and/or equipment, the undersigned Renter hereby indemnifies and holds harmless the School, and the School's board of directors, staff, officers, agents and employees (collectively, Indemnitees) from any and all liability, claims (asserted or unasserted), damage, loss, cost and expenses, including attorneys fees (collectively, Claims) that may accrue, be sustained, or be asserted by any person or entity against Indemnitees by virtue of or in connection with the undersigned Renter's use of the School's premises, facilities, and/or equipment. Such Claims include, but are not limited to, Claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the School's premises, facilities, and/or equipment, whether any such Claims result from the act, omission, negligence, intentional conduct, or other fault of the undersigned Renter, the undersigned Renter's licensees or invitees, the School and the Indemnitees, or any other person or entity.

This agreement may be canceled by the School via verbal or written notice to the group reserving the facilities of the North Routt Community Charter School at the contact information specified above. If the School elects to cancel this agreement, both parties shall be released from any obligation contained herein and the group shall have no claim against the School District for any damages including, but not limited to, actual, consequential and/or incidental damages.

If the group renting the facilities fails to cancel 24 hours prior to the usage date, the rental fee will be non-refundable.

In the event of an emergency, contact the following:

Business Manager, Carlie Pedrini cpedrini@northrouttcharter.org

Head of School, Jaime Passcher jpasschier@northrouttcharter.org

Unauthorized use of FACILITIES or GROUNDS is strictly prohibited, and violators will be prosecuted.

I understand some areas of the building are not accessible without assistance, and agree to take the necessary actions to ensure access/accommodations are provided under the (ADA) Americans with Disabilities Act for programs under this contract.

RENTER:

(organization/ individual name)

(Signature of renter) Date

(Signature of School Representative) Date

Adopted: September 2000
Revision: August 2012
Latest Revision: June 2019
April 2022