



Request for Community Use of School Facilities

1605 Brodie Avenue, Estes Park, CO 80517

Phone: (970) 586-2361 ext. 3005

Email: Brian_Lund@estesschools.org

Fill out the following information and submit to the Facility Use Manager, Brian Lund. Submission of request does not guarantee approval. Requests must be submitted at least three weeks prior to event date.

Liability Insurance: All user groups must submit a certificate of insurance prior to approval naming the district as an additional insured.

Organization Name _____ Event Contact Name _____

Phone (Preferred) _____ Phone (Alternate) _____

Email Address _____ Billing Contact Name (if different) _____

Billing Address _____ City _____ State _____ Zip _____

Organization Type _____ Liability Insurance _____

Name of Event _____

Preferred Facility _____ Area _____
(Building name) If Auditorium is chosen, fill out additional form

Date(s) of Event _____
(If recurring, please indicate start and end dates)

Event Day(s) MON TUES WED THURS FRI SAT SUN
Date

Exceptions Event _____
(Holidays, non-student contact days or other non-use dates)

Start Time _____ AM PM Event End Time _____ AM PM

Contract Start Time _____ AM PM Contract End Time _____ AM PM
(Contract start/end time should include set-up and clean-up time)

Number of Participants (including spectators) _____

Special Equipment Needs Yes No
(All equipment is subject to availability and carries a per-item charge.)

Set Up Instructions or Additional Information

AGREEMENT FOR FACILITY USE, APPLICANT AGREES:

- A. To comply with all of the rules, regulations, and policies set forth in this agreement (See Community Use Guidelines and Administrative Policy KF).
- B. To take proper care of the facilities and equipment used and to promptly pay for any damage occurring during the use of same.
- C. To confine the activities of its organization and all persons in attendance to the rooms and quarters reserved for its use and to respect the classroom equipment/supplies by not moving or altering any item in any way.
- D. To provide adequate adult leadership and supervision at all times for activities in which minors are participating. (See Applicant Obligations and Responsibilities—The Guide to Community Use of School Facilities).
- E. To limit the number of tickets distributed to the seating capacity of the facility reserved.
- F. To indemnify and hold the Estes Park School District, its officers and employees harmless from and against all claims, causes of action, damages, losses, expenses, and liability of any kind, including, without limitation, attorney's fees and court costs, arising out of or relating to applicant's use of the premises and facilities.
- G. To pay the additional costs for any equipment used or personnel associated with the applicant's use of the facilities.
- H. To understand that no storage facilities will be provided nor responsibility accepted by the Estes Park School District for any equipment or material brought in by an organization using school facilities.
- I. To be legally and financially responsible for the conduct and control of both patron and participant, and to comply with all federal, state, and local laws, the Estes Park School District R-3 Request for Community Use of School Facilities, and Board of Education policies relative to community use of district property.
- J. To provide a copy of your certificate of insurance; minimum coverage of \$1,000,000 and naming the district as an additional insured, if requested.
- K. Note: Weapons, Tobacco, Alcohol, and Controlled Substances Are Prohibited on District Property. Only service animals are allowed on School District Property.

CONDITIONS:

- A. **Payment.** A deposit will be required with the submission of the Request for Community Use of School Facilities form. Final payment is due within 30 days after the event.
- B. **Supplemental Staffing.** Any organization or individual, regardless of classification, will be required to pay the cost of a designated staff member if its use of the facility would result in direct costs to the school district. Kitchen areas must be used under the supervision of a Nutritional Services Employee(s).
- C. **Additional Costs.** Any additional costs incurred by the school district due to facility use will be billed to the applicant. This could include any unforeseen additional custodial time, repair to any structural damages incurred during use, any missing/ stolen equipment or supplies, or trash removal. It is the applicant's responsibility to be sure there are no substantial damages to school property prior to the actual use. Upon the event there is noted damage to school property prior to facility use by the applicant, such damage should be noted and brought to the attention of the designated supervisory staff in the building.
- D. **Cancellations & Changes.** Cancellations received within 2 weeks prior to the scheduled event will result in 100% loss of facility usage fees. Changes to existing schedules must be made 2 business days in advance. If a scheduled rental is canceled because of School District use or school closing, that day's rental shall be refunded in full to the rental party. The amount refunded will be less any expenses incurred by the School District related to the proposed use.
- E. **NONDISCRIMINATION STATEMENT**
In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Estes Park School District R-3 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth, is also prohibited in accordance with state and/or federal law.
Complaint procedures have been established for students, parents, employees and members of the public. For more information regarding civil rights or grievance procedures, contact Ruby Bode, the Estes Park School District Compliance Officer and Decision Maker, 1605 Brodie Avenue, Estes Park, CO 80517
Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Signature implies legal responsibility for compliance with all conditions of building or facility as outlined by the Board of Education.

Applicant Signature _____ **Date** _____

OFFICE USE ONLY			
Date Received _____	Approved _____	Denied _____	Comments _____
Invoice # _____	Date Sent _____	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Event # _____
Insurance Certificate on File Facility <input type="checkbox"/> Yes <input type="checkbox"/> No	Expiration Date _____		
Use Manager Signature _____	Date _____		

EPHS Auditorium Use Form

All facility requests that include the use of the High School Auditorium must also complete and submit this form with their application to determine requisite charges. Reservations are made on a first-come, first-serve basis upon receipt of the completed requested forms. Reminder: All applications require 3 weeks' lead time.

Users requesting auditorium use can incur fees for rent, sound and lighting fees, associated dressing room and/or choir room rental, some equipment costs, technical labor costs, and custodial labor costs.

Receipt of the Application for Use of Facilities form, or the Auditorium Use Form by Estes Park School District R-3 or Estes Park High School neither implies nor guarantees approval of the request. School District events will receive priority scheduling.

Technical and Lighting assistance is provided by Estes Park School District R-3 ONLY and will be specially arranged when booking the auditorium or theater. Technicians are assigned to an event at an hourly rate of \$25 per hour, per technician. The number of technicians needed for an event will be determined by EPSD.

Lighting

The school provides a basic use of area and special lights. Organizers of events requiring a more elaborate design must contract District Auditorium Technicians to pay for the extra preparatory work prior to the event and the re-hang of our house plot following the event. The lighting system must be controlled by a District Technician.

- Basic all stage wash (white light)
- Follow spot (2 available)
- A warm or cool wash (requires prep work)
- Additional requests _____

Sound

The school provides a basic sound system (for simple events—up to 4 inputs) or a professional sound system of mixer, amps, and speakers (for larger events). The professional sound system must be controlled by a District Technician.

- Basic Sound System
- Professional Sound System
- Number of wireless Lavalier (lapel) microphones (4 available) qty requested _____
- Number of wireless hand-held microphones (2 available) qty requested _____
- Number of standard microphones (6 available) qty requested _____
- Microphone Stands (8 available) qty requested _____
- Podium (1 available) qty requested _____
- Projector (1 available) qty requested _____
- Other _____

Dressing Rooms

- Dressing Room #1 (6-12 people)
- Dressing Room #2 (6-12 people)
- Choir Room (20-30 people)
- Band Room (20-30 people)