

# TCA COMMUNITY REQUEST FOR USE OF SCHOOL FACILITIES

## Form KF-R-TCA E

The Classical Academy (TCA) provides a community service to groups and individuals who would like to rent our facilities when they are not in use by our athletic, fine arts, academic, or staff programs. The details of renting TCA facilities can be found in the TCA Policy KF-R-TCA “TCA Community Use of School Facilities Procedures” found on the TCA website [www.TCATitans.org](http://www.TCATitans.org) and in part below.

To make a rental request, please complete, sign, and submit this form. TCA’s insurance coverage does not extend to the conduct of community or other groups using our facilities, so TCA does require a certificate of insurance from the user, either a group or an individual, naming TCA and ASD20 as “additional insured”. Minimum coverage required in a liability policy is \$1M per occurrence and \$2M aggregate. Along with this form, please email a copy of the organization’s or individual’s proof of insurance to the Operations Office Assistant at [TCAOperations@ASD20.org](mailto:TCAOperations@ASD20.org) or mail it to the Operations Office Assistant, 975 Stout Road, Colorado Springs, CO, 80921.

Once the Community Request for Use and the proof of insurance are received and the space is available, an electronic copy of the signed Community Use Facilities Agreement will be sent to the organization or individual. At this time the reservation is confirmed unless cancelation is necessary.

**Organization or Individual:** \_\_\_\_\_

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

**Activity Name and Description:** \_\_\_\_\_

**Contact Name and Email:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Billing Person Name and Email:** \_\_\_\_\_

(leave blank if same as Contact)

**Campus Requested (Central, East, or North):** \_\_\_\_\_

**Room/Venue(s) Requested:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_

**Time(s) Requested:** \_\_\_\_\_

**Other Needs:**

	Central	East	East	North
folding chairs (200)		trash cans (20)		folding chairs (200)
8-foot tables (2)		podium (1)		8-foot tables (2)
6-foot tables (30)		microphone (1)		6-foot tables (16)
trash cans (10)		projector (1)		trash cans (10)
				cocktail rounds (8)
				folding chairs (600)
				8-foot tables (2)
				trash cans (50)

## Rental Categories

### **RENTAL CATEGORIES**

**Category I – School Affiliated** TCA sponsored activities. No Community Use Facility Agreement nor insurance required.

Applies to:

- Regular curricular programs of the school
- School-sponsored student activities and organizations free and open to all participants/spectators and approved by the school principal
- School-sanctioned athletic and activity events ratified by the TCA Board
- School-affiliated organizations whose use is approved by the school principal and where no fees are assessed nor donations requested of participants (PTO meetings, faculty/staff meetings, recognized school related parent group meetings, and recognized school related community group meetings)
- National, state, and local governmental elections
- School-requested and staff development approved in-service or staff development offering free to outside personnel
- Such use by school employee groups as may be provided for within specific personnel policies (e.g., technology classes)

**Category II – Community Rate** All rental activities that are not approved, sponsored, or sanctioned by TCA. Community Use Facility Agreement and insurance are required.

Applies to:

- Youth activities where instructors or supervisors receive payment for their involvement in the activity and/or where fees are assessed, or donations requested of participants and/or spectators
- Educational and/or recreational activities for youth offered by YMCA or community “feeder” athletic teams
- Sports camps offered to TCA youth
- Organizations sponsoring activities for adults
- Church services and other activities sponsored by religious organizations
- Other community-sponsored groups where instructors or supervisors receive payment for their involvement in the activity and/or where fees are assessed, or donations requested of participants and/or spectators
- TCA community adult recreational groups
- Boy and Girl Scouts meetings

**Category III – Commercial Rate** All commercial use of TCA facilities/grounds. Community Use Facility Agreement and insurance are required.

Applies to:

- Day care programs
- Pre-school programs
- Food service programs

### Fee Schedule for Community Use of TCA Facilities

Facility	Category I	Category II	Category III
	School Affiliated	Community Rate	Commercial Rate
Central field	No charge	\$50/hour	\$60/hour
Central gym	No charge	\$30/hour	\$40/hour
East cafetorium	No charge	\$25/hour	\$35/hour
East cafetorium with use of stage	No charge	\$35/hour	\$45/hour
East field	No charge	\$50/hour	\$60/hour
North Brown PAC (only rented in the summer)	No charge	\$75/hour	\$85/hour
North Brown PAC clean up after each performance	No charge	\$147 per	\$157 per
North Brown PAC commons area and ticket booth	No charge	\$20/hour	\$30/hour
North Brown PAC dressing rooms and Black Box	No charge	\$120/hour	\$130/hour
North Brown PAC scene shop	No charge	\$15/hour	\$15/hour
North conference rooms (only during after school hours)	No charge	\$15/hour	\$25/hour
North elementary cafe	No charge	\$20/hour	\$30/hour
North baseball/softball field	No charge	\$75/hour	\$85/hour
North football/soccer field	No charge	\$75/hour	\$85/hour
North football/soccer field with lights	No charge	\$85/hour	\$95/hour
North field with use of PA system	No charge	\$100/hour	\$110/hour
North main gym (not rented during school basketball season)	No charge	\$35/hour	\$45/hour
North aux gym (not rented during school basketball season)	No charge	\$25/hour	\$35/hour
North auxiliary gym with use of stage	No charge	\$35/hour	\$45/hour
North track (not including turf field)	No charge	\$15/hour	\$25/hour
North Lecture Hall	No charge	\$20/hour	\$30/hour

Personnel Fees	I	II	III
Backstage Manager*	No charge	\$15/hour	\$15/hour
Custodial Support	No charge	\$30/hour	\$30/hour
Custodian (outside of work hours)	No charge	\$45/hour	\$45/hour
Event Manager	No charge	\$25/hour	\$25/hour
Lighting Tech*	No charge	\$15/hour	\$15/hour
Security from ASD20	No charge	\$75/hour	\$75/hour
Sound Tech*	No charge	\$15/hour	\$15/hour

\*may be provided by the renter if trained and approved by TCA staff

- Gyms and fields are rented without any equipment or services
- All facilities will be ready 15 minutes before contract time
- Lessees are expected to vacate leased areas 15 minutes after contract time. Overtime fees will be charges if the facility is not vacated by the specified time.
- Availability of facilities is based on school use and maintenance requirements
- Field use is subject to closure due to overuse, weather restrictions, or maintenance
- No animals are allowed on TCA's artificial turf fields
- Cafeteria areas must be cleaned as they were found
- Charges will be applied if food or liquid are spoiled due to refrigeration appliance being unplugged
- Charges will be applied if property not previously requested is used or if prohibited TCA property is used.