

Facility Use Office
Educational Services Center
6933 Raleigh Street
Westminster, CO 80030
(720) 542-5088 Phone
(303) 657-3805 Fax
facilityuse@wps.org



APPLICATION FOR FACILITY USE

Application Fee: a non-refundable application fee of \$25.00 is payable at time of application. Applications will not be processed without payment. Facility use applications require a minimum processing time of three (3) weeks.

Liability Insurance: proof of current commercial general liability insurance coverage in the minimum amount of \$1,000,000 must be submitted with this application.

Organization Name: _____

Event Contact Name: _____

Phone #: _____ **Cell #:** _____ **Fax #:** _____

Email: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Party Responsible for Payment: _____		
Phone #: _____	Email: _____	
Address: _____		
City: _____	State: _____	Zip Code: _____

Name of Event: _____

Preferred Facility: _____ **Area:** _____
(Building Name) (Gym, Theatre, Cafeteria, Field, etc.)

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

Event Day(s): MON TUE WED THU FRI SAT SUN

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

Event 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): _____

Will Food/Beverages Be Served? YES NO **Will Concessions Be Sold?** YES NO

If Yes, Please Describe What Food/Beverages/Concessions Will Be Provided: _____

Are You Charging a Fee For This Event? YES NO If So, How Much? _____

Please check any requested equipment and indicate quantity needed and desired set-up location. Equipment not requested in advance will not be provided if requested the day of the event. Requested equipment will be provided depending upon availability and is subject to additional fees as outlined in the Fee Schedule.

Equipment	Quantity	Set-up Location
<input type="checkbox"/> Athletic Equipment (volleyball nets/standards, basketball hoops, balls, etc.)		
<input type="checkbox"/> Chairs		
<input type="checkbox"/> Flags/Stands		
<input type="checkbox"/> LCD Projector and/or Projection Screen, or TV Monitor (depends on site availability)		
<input type="checkbox"/> Microphone		
<input type="checkbox"/> Music Stands		
<input type="checkbox"/> P/A System		
<input type="checkbox"/> Podium		
<input type="checkbox"/> Risers		
<input type="checkbox"/> Scoreboard		
<input type="checkbox"/> Tables		
<input type="checkbox"/> Wi-Fi Access		
<input type="checkbox"/> Other (please describe):		

Signature implies legal responsibility for compliance with all conditions of facility use as outlined by Board of Education Policy FEIH and Westminster Public Schools' Rate and Fee Structures.

Applicant Signature _____

Date _____

Office Use Only

Application Fee Received: YES NO Payment Date: _____

Payment Amount: _____ Payment Method: _____

Approved _____
Staff Signature Date

Declined _____
Staff Signature Date

Declined Reason: _____