Facility Operations
Facility Reservations
1500 East 128th Avenue
Thornton CO 80241
720-972-4911 After hours emergencies

Office Use Only

APPLICATION FOR FACILITY USE LICENSE

Organization/Department:_____

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 Name _____ **Preferred Facility:**_____ **Area(s):** _____(gym, café, auditorium, etc.)

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

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

Date Exceptions: _____

Reservation Time: Start_____ End_____ **Participants**:_____ **Spectators**: _____

Will food/beverages be served: ☐ Yes ☐ No **Food/beverages in cafeteria only.**

Equipment Needs:

☐ PA System/Mic ☐ Athletic mats ☐ Scoreboard (portable; for check-out) ☐ Air Conditioning (**$150/day Fee**)

☐ Other _____

_____ _____
Signature Date

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

*Office Use Only: Approved by:*_____ *Date:* _____

Facility Reservations Fee Schedule

All rates are per hour.	Category A	Category B	Category C	Category D	Category E
	Volunteer led youth civic / service groups	Cities / Municipalities youth activities	Non-Profit youth organizations	Non-Profit adult and mixed use (events w/adults and youth)	Commercial, for- profit youth and adult
ELEMENTARY SCHOOLS	**Category A**	**Category B**	**Category C**	**Category D**	**Category E**
Classroom, Commons, Library	$4.00	$5.00	$7.00	$15.00	$27.00
Cafeteria	$5.00	$8.00	$14.00	$32.00	$62.00
Large Gym	$6.00	$10.00	$19.00	$42.00	$77.00
Field Space (No lights)	$5.00	$8.00	$15.00	$37.00	$62.00
MIDDLE SCHOOLS	**Category A**	**Category B**	**Category C**	**Category D**	**Category E**
Classroom, Commons, Library	$4.00	$6.00	$9.00	$20.00	$37.00
Cafeteria	$6.00	$9.00	$16.00	$42.00	$77.00
Small Gym	$7.00	$11.00	$22.00	$47.00	$97.00
Large Gym	$8.00	$13.00	$26.00	$57.00	$117.00
Field Space (No lights)	$6.00	$9.00	$17.00	$37.00	$67.00
HIGH SCHOOLS	**Category A**	**Category B**	**Category C**	**Category D**	**Category E**
Classroom, Commons, Library	$5.00	$7.00	$12.00	$27.00	$52.00
Cafeteria	$7.00	$11.00	$20.00	$47.00	$92.00
Wrestling Room	$7.00	$11.00	$20.00	$47.00	$92.00
Small Gym	$8.00	$14.00	$26.00	$62.00	$117.00
Large Gym	$9.00	$15.00	$28.00	$67.00	$132.00
Small Theatre	$6.00	$10.00	$22.00	$42.00	$82.00
Auditorium	$9.00	$15.00	$27.00	$62.00	$117.00
Field Space (No lights)	$6.00	$9.00	$20.00	$37.00	$72.00
Synthetic Turf Field	$14.00	$25.00	$47.00	$92.00	$182.00
Field Lights(When Applicable)	$72.00	$72.00	$72.00	$72.00	$72.00
Parking Lot	$4.00	$6.00	$12.00	$20.00	$37.00

EQUIPMENT	
PA System / Podium w/Microphone	$15.00 / event
Volleyball Stand / Net	$5.00 / day
Athletic Mats	$50.00 / event
Athletic Mats	$5.00 / day
Locker Room(s) (2)	$50.00 / day
Scoreboard (portable, indoor/outdoor, basketball, volleyball, football; check-out)	$50.00 / each / event

STAFF	
Custodian	$45.00/hour
Weekday Staffing	$20.00 / wk
Security	Varies
Fees	
Event Clean Up Fee	Varies size
Late Payment Fee	$25.00 / notice
Cancellation Fee	$25.00/request

The Facility Use Manager will determine applicable rates for groups, spaces, equipment and personnel not defined in this schedule.

These rates are in effect for all events occurring on or after July 1st, 2026

FACILITY USE LICENSE APPLICATION PROCEDURES

All facility use fees can be paid via VISA or MasterCard, 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 the policy.

Completed applications, supporting documentation, and the application fee must be received a minimum of **seven (7) days** prior to intended usage.

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

Application / Virtual EMS (school use only) Priority:

1st Priority:	School Programs
2nd Priority:	District Programs
3rd Priority:	Entities having agreements establishing priority
4th Priority:	Complete applications, in the order they are received

Applications are accepted during normal business hours, generally 7:30am – 4:00pm Monday through Friday at the Educational Support Center located at 1500 E. 128th Ave, Thornton, CO, 80241.

Once Facility Reservations receives all documentation and the application fee, it will process the application and either confirm or deny the application. All applicants will be notified regarding the status of their application.

If the application is approved, you will be notified via email. The email details the fees, facility(s), and usage hours. Full payment must be made a minimum of four (4) days prior to use. 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 permitted hours. The use license must be present during facility usage.

Personnel fees include arrival time, event time, clean up and securing the building. When appropriate, personnel fees will be adjusted to include snow removal on sidewalks and entryways and any additional personnel time. Personnel services are arranged at the discretion of Facility Reservations, but are required on weekends and holidays.

Contact Facility Reservations for current information regarding parking lot snow removal.

Changes / Cancellations

Changes to the use license must be made at least four (4) days prior to use, in writing, to Facility Reservations.
$25.00 cancellation fee will be assessed for each request.

Groups that do not show up for permitted use and/or do not notify Facility Reservations at least four (4) days prior to scheduled use, will be charged the full usage fee.

No fees will be assessed if changes or cancellations to the use license are initiated by the District. In the event of a closure Adams 12 will contact the user.

Groups that do not show up for licensed use due to extreme weather conditions, must contact Facility Reservations within two (2) business days to reschedule, pending availability.

Church Groups / Organizations:

All church groups/organizations must provide a thirty (30) day written notification of vacating facilities.

Billing is performed monthly, around the 15th, for the previous month's usage. Payment is due within fifteen (15) days of the date of the invoice.

Scout Groups:

Special events, such as Blue and Gold Banquet and Pinewood Derby, do not qualify for the Volunteer led youth civic / service groups rate; these events will be charged accordingly based on the fee schedule.

Superintendent Policy

All Superintendent Policies apply and are incorporated herein.

Procedures, Terms and Conditions are subject to change without notice at the discretion of Adams 12 and the Facility Use Manager

FACILITY USE LICENSE TERMS & CONDITIONS

1. Non-District Licensees must procure and maintain in full force during the term of the agreement a policy of General Liability insurance with a minimum limit of liability of one million dollars ($1,000,000) per occurrence and $2 million aggregate. The Licensee shall provide the district with a certificate of insurance showing evidence of this coverage prior to the use of the facility. The certificate of insurance shall have the following wording:: "Adams 12 Five Star Schools, associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, and volunteers named as an additional insured with respect to liability and defense of suits arising out of the activities performed by, or on behalf of the licensee".
2. Licensee shall fully comply with all local, state, and federal laws and ordinances.
3. In the event of an emergency the licensee may be removed from the reserved Adams 12 space without notice if the space is required for reunification purposes.
4. Security may be required at the District's discretion. Facility Reservations will determine the need for paid security and the number of security staff required. The Licensee shall be responsible for these costs.
5. Proper supervision shall be provided by the Licensee. Supervision must ensure the protection of school property, the enforcement of these governing rules and Superintendent Policy, and must ensure the prevention of non-licensed facility use.
6. Food, gum and/or beverages are only allowed in school cafeterias. Water bottles/containers are allowed in the remaining areas.
7. Event attendees must remain in the space licensed for and the designated restrooms.
8. Entering and exiting a building is determined by the building representative. Propping doors open is prohibited.
9. No running, bouncing or throwing balls in the hallways or on the walls. No sliding on railways.
10. Black-soled shoes and shoes with wheels are not allowed on gym floors.
11. High school scoreboards are not available to community groups. Portable indoor/outdoor scoreboards are available to rent from the Facility Reservations Department.
12. Hanging on basketball hoops or dunking is prohibited.
13. All tables must be covered for art projects.
14. Missing or lost items are not the responsibility of the District.
15. Open flame, candles, fire, and/or smoking are not permitted on any District facility or premise.
16. Sub-contracting of District owned facilities is prohibited.
17. The Licensee shall obtain permission from Facility Reservations to decorate and may only use materials acceptable to the local fire marshal. All decorations must be removed before leaving the facility. Defacement, damage and destruction to a facility and/or premises is prohibited. All repair costs incurred by the District will be charged to the Licensee.
18. The Licensee shall inspect all areas of use for damage and facility readiness. All issues should be reported to the building representative immediately.
19. Applicant is responsible for and may inspect the facility and/or premises prior to use to determine suitability for intended use. Inspection must be coordinated through Facility Reservations.
20. 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, 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.
21. Should any Adams 12 facility be closed for any reason, or if school is canceled or released early for emergencies or weather conditions, all use is canceled. Similarly, if the District cancels evening events at any or all facilities, all use at those facilities is also canceled. For closure information please call 720-972-6100.
22. The possession or use of alcoholic beverages, illegal substances, tobacco, marijuana 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.
23. 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.
24. 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.
25. 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.
26. 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.