

Guide to Community Use of School Facilities



Welcome to the Thompson School District Community Usage Program

This Guide to Community Use of School Facilities details the guidelines and regulations associated with your request. Your compliance with these policies will help ensure that you and your group have a safe and positive rental experience.

We thank you for your cooperation and welcome any questions, concerns, or suggestions for improvements. For more information call (970) 613-5393.

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Guide to Community Use

Schools have priority over all other events in all cases. Should an unexpected school event conflict with a previously booked outside event, the district will attempt to make other arrangements for the outside event. Until the permit has been processed, the requested date/space has not been reserved. We highly recommend not advertising your event until the permit process is completed.

No events will be scheduled in district buildings during Winter Break or month of July.

1. Permits must be obtained for all events.
2. Payment is required for the rental at least two weeks prior to the event, or your booking will be cancelled.
3. A personnel fee will be collected for staff related services when renting specialty areas, or when designated staff persons are required.
4. Equipment fees associated with any equipment you rent during your rental period will be assessed with your rental fees.
5. You will be charged for any additional costs incurred by the District for your event including, but not limited to, additional designated staff fees, repairs, missing equipment or supplies, or trash removal.
6. Groups must follow all evacuation procedures and exit the building immediately in case of alarm or emergency. Do not reenter the building until authorized by appropriate emergency personnel.
7. You assume obligations, responsibilities and conditions per Board of Education regulations when you elect to use Thompson School District facilities.

Authority to Cancel Event

The Facility Services Director, facility use coordinator, building principal, or facility use manager has the responsibility and authority to accept or deny requests for contracts or cancel an event when they deem that such action is necessary for the best interest of the school district.

Staff and Services for Community Usage

For your safety and the security of public assets, board of education policy requires a designated staff person to be present in any district facility that is used by permit, contract, lease, or agreement for **all** rental categories. The presence of this staff person is important should there be an emergency during the time of use such as utility failure, fire, etc. This staff person(s) is not responsible for working for the user other than normal setup, cleanup, and emergency assistance.

The facility use coordinator, custodial personnel administrative assistant or facility use manager is responsible for determining the appropriate designated staff person(s) for the event and the hours of work associated with the rental, depending on the specific use of the building.

The designated staff person shall be:

1. A custodian or employee trained in building emergency and custodial procedures.
2. Currently on the payroll of Thompson School District.
3. Assigned to be present, at the very minimum, from the beginning time to the ending time of the facility rental period. This requirement may be waived only by the facility use coordinator or facility use manager.
4. Directly accessible to the renter for the entire facility rental period, and responsible for: opening and securing the facility before and after use (no district facility keys will be issued to the renter); the sanitation of all restrooms/locker rooms and for following the custodial guidelines for cleaning; and securing all areas used including all exterior doors.



Facility Locations

SCHOOL NAME & LOCATION

TELEPHONE

ELEMENTARY SCHOOLS

Berthoud Elementary 560 Bunyan Avenue, Berthoud 80513	613-7500
B. F. Kitchen Elementary 915 Deborah Drive, Loveland 80537	613-5500
Big Thompson Elementary 7702 West Highway 34, Loveland 80538	613-5600
Carrie Martin Elementary 4129 Joni Lane, Loveland 80537	613-5700
Centennial Elementary 1555 West 37th Street, Loveland 80538	613-5800
Cottonwood Plains Elementary 525 Turman Drive, Fort Collins 80525	613-5900
Coyote Ridge Elementary 7115 Avondale Road, Fort Collins 80525	679-9400
Garfield Elementary 720 Colorado Avenue, Loveland 80537	613-6000
Ivy Stockwell Elementary 175 Fifth Street, Berthoud 80513	613-6100
Laurene Edmondson Elementary 307 West 49th Street, Loveland 80538	613-6300
Lincoln Elementary 3312 North Douglas Avenue, Loveland 80538	613-6200
Mary Blair Elementary 860 East 29th Street, Loveland 80538	613-6400
Monroe Elementary 1500 North Monroe Avenue, Loveland 80538	613-6500
Namaqua Elementary 209 North County Road 19E, Loveland 80537	613-6600

Ponderosa Elementary 4550 Florence Drive, Loveland, 80538	679-9500
Sarah Milner Elementary 743 Jocelyn Drive, Loveland 80537	613-6700
Stansberry Elementary 407 East 42nd Street, Loveland 80538	613-6800
Truscott Elementary 211 West 6th Street, Loveland 80537	613-6900
Van Buren Elementary 1811 West 15th Street, Loveland 80538	613-7000
Winona Elementary 201 South Boise Avenue, Loveland 80537	613-7100

MIDDLE SCHOOLS

Bill Reed Middle School 370 West 4th Street, Loveland 80537	613-7200
Conrad Ball Middle School 2660 North Monroe Avenue, Loveland 80538	613-7300
Lucile Erwin Middle School 4700 Lucerne Avenue, Loveland 80538	613-7600
Turner Middle School 950 Massachusetts Avenue, Berthoud 80513	613-7400
Walt Clark Middle School 2605 Carlisle Drive, Loveland 80537	613-5400

HIGH SCHOOLS

Berthoud High School 850 Spartan Avenue, Berthoud 80513	613-7700
Loveland High School 920 West 29th Street, Loveland 80538	613-5200
Mountain View High School 3500 Mountain Lion Drive, Loveland 80537	613-7800
Thompson Valley High School 1669 Eagle Drive, Loveland 80537	613-7900
Harold Ferguson High School 1101 Hilltop Drive, Loveland 80537	613-5300

Facility Use Fee Schedule



Application Fees

1-15 Events on Permit - \$15
 16-30 Events on Permit - \$20
 31-50 Events on Permit - \$25
 51-100 Events on Permit - \$35
 101-200 Events on Permit - \$45
 200 or More Events on Permit - \$60

Application fees do not apply to Thompson School District

A fee of \$20.00 will be charged on the second change to a permit.

Payment is required for the rental at least two weeks prior to the event or your event will be canceled.

ALL FEES ARE HOURLY

Elementary School		Thompson School District	Non-Profit Youth Groups	Non-Profit Adult Groups	Commercial Groups
	Cafeteria/Commons	No Charge	\$7.00	\$15.00	\$30.00
	Classroom/Cottage	No Charge	\$6.00	\$14.00	\$20.00
	Fields	No Charge	\$5.00	\$10.00	\$15.00
	Gym	No Charge	\$7.00	\$15.00	\$30.00
	Media Center	No Charge	\$10.00	\$20.00	\$30.00
	Parking Lot	No Charge	\$10.00	\$15.00	\$15.00
Middle School	Cafeteria/Commons	No Charge	\$8.00	\$16.00	\$30.00
	Classroom/Cottage	No Charge	\$7.00	\$15.00	\$25.00
	Fields	No Charge	\$6.00	\$12.00	\$15.00
	Gym	No Charge	\$8.00	\$17.00	\$35.00
	Media Center	No Charge	\$12.00	\$22.00	\$30.00
	Locker Room	No Charge	\$1/day per person	\$1/day per person	\$2/day per person
	Parking Lot	No Charge	\$10.00	\$15.00	\$20.00
High School	Cafeteria/Commons	No Charge	\$10.00	\$20.00	\$35.00
	Wrestling Room (includes mats)	No Charge	\$8.00	\$16.00	\$30.00
	Classroom/Cottage	No Charge	\$7.00	\$14.00	\$30.00
	Fields	No Charge	\$7.00	\$14.00	\$15.00
	Gym	No Charge	\$10.00	\$21.00	\$40.00
	Media Center	No Charge	\$15.00	\$25.00	\$35.00
	Locker Room	No Charge	\$1/day per person	\$1/day per person	\$2/day per person
	Parking Lot	No Charge	\$15.00	\$20.00	\$30.00
	Tennis Courts(6)	No Charge	\$5.00 each court	\$10.00 each court	\$15.00 each court
Auditorium	Berthoud High	No Charge	\$45.00	\$55.00	\$65.00
	Bill Reed	No Charge	\$45.00	\$55.00	\$65.00
	Harold Ferguson	No Charge	\$45.00	\$55.00	\$65.00
	Loveland High	No Charge	\$55.00	\$65.00	\$75.00
	Roberta Price (TVHS)	No Charge	\$55.00	\$65.00	\$75.00
	Sue Wall (MVHS)	No Charge	\$55.00	\$65.00	\$75.00

Facility Use Fee Schedule

Equipment and Personnel

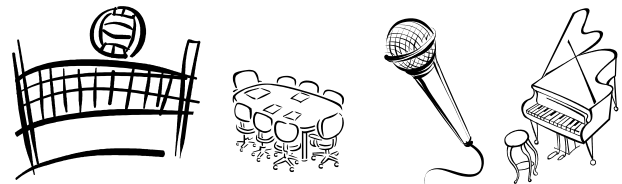
Equipment

Equipment	Fee
Batting Cage	\$20.00 per use or \$125 per TSD sport season
Chairs	.85 each
Cafeteria Tables	\$7.50 each
PA System	\$45 per use or \$15 per hour
Piano	\$125 per use
Podium	\$10.00 per use
Projector (LCD)	\$30.00 per use
Risers	\$40 per section
Scoreboard/Controller	\$10.00 per hour
Screens	\$10.00 per use
Tables	\$6 each
Trash Removal	\$65.00 year
DVD	\$20 per use
VB Nets & Standards	\$25.00 per use or \$150 per TSD sport season
Orchestra Pit Cover Removal	\$200.00 per use

It is the applicant's responsibility to note their equipment needs at the time the "Request for Community Use of School Facilities" is completed. Such equipment may need to be set up and in some cases operated by district staff. Should the rental include a need for special equipment, the applicant must coordinate the details of availability, cost, and use conditions with the Facility Use Coordinator or school building staff.

All categories will incur a \$25 delivery/pickup fee for equipment rented from Facilities Services.

District furnishings, equipment, and supplies in areas to be used are not to be disturbed, consumed, or moved.



Any additional costs incurred by the school district due to facility use will be billed to the applicant. This will include any unforeseen additional custodial time, repair to any structural damages incurred, any missing 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. If such damage is noted prior to facility use by the applicant, it should be brought to the attention of the designated supervisory staff in the building.

Personnel

Personnel	Fee
Event Staff	\$29.00 per hour
Technologist	\$30.00 per hour
Production Technician	\$24.00 per hour
District Auditorium Technician	\$40.00 per hour
Nutrition Services Personnel	\$25.00 per hour

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. For those facilities where a custodian is regularly on duty during the rental, there will be no additional charge unless additional work is required related to the use or unless the group is over 50 people.

Personnel services will include a **minimum** of 30 minutes before and 1.5 hours after the scheduled event time.

Large groups and/or special events impact sites and require a higher level of service as well as accommodations. Large groups/special events necessitate additional planning and coordination, impact available parking, traffic control, utilities, and restroom facilities on site and require additional clean-up.

Additional Fees

Application and Change Fees

Application fees are due upon initial application for rental space. The amount of application fee is determined by the number of events on each permit. Permits may contain a one-time event or re-occurring events on a set schedule. One permit may contain several dates, with each date considered an event for the purpose of determining the application fee. These fees are only collected by the Facility Usage Coordinator and are non-refundable.

Reoccurring events that require multiple changes throughout the entire schedule will be subject to a minimum of \$20 fee per change requested.

Cancellation Retainers

Groups renting facilities free of charge are expected to call a minimum of 48 hours ahead to cancel the reservation. Lack of notification may affect future authorization of permits for facility use.

All other categories: Cancellation notice received at least seven (7) days prior to scheduled use: 15% of total fee will be retained by the district. Cancellation notice received three (3) to six (6) days prior to scheduled use: 25% of total fee will be retained by the district. Cancellations received within two (2) days prior to scheduled event will result in 100% loss of fee by applicant. If a scheduled facility rental is cancelled because of school district use or school closing, the rental fee for that day shall be refunded in full to the rental party.

Camps and Fund-raising Events **must have prior approval**

Wrestling, soccer, basketball, football, athletic or cheerleading clubs and ALL fundraising activities are required to have district authorization obtained through the district athletic office. All funds associated with these events must be accounted for by the district's Business Services Department. These events must be authorized a **minimum** of two weeks before the event is scheduled.

Authorization forms **must** be submitted with the facility usage request. Contact the Thompson Athletic Office at (970) 613-5030 for applications and further information.

Field Reservations

Arrangements fees are due upon initial application for rental space. The amount of application fee is determined by number of events on each permit. Permits may contain a one-time event or re-occurring events on a set schedule. One permit may contain several dates, which each date considered an event for the purpose of determining the application fee. These fees are only collected by the Facility Usage Coordinator and are non-refundable.

Applicant Obligations and Responsibilities

A. Legal Considerations for All Categories

The applicant shall be considered the legal agent of the organization and/or group and, as such, shall be responsible for compliance with all conditions identified in the permit. The applicant may not assign or transfer the permit to another individual or group. By signing the permit for building and facility use, the applicant agrees to indemnify (by current and adequate proof of insurance) the district for any damages occurring to the building, classroom furnishings and adjacent grounds during the periods such property is rented by the applicant. The applicant agrees to hold the district harmless from liability for any injury or accident arising during the course of the rental. The applicant shall also hold the district harmless for any damage or loss to the property of any person attending the sponsored rental activity.

B. School Site Expectations, Rules, Supervision, Security Concerns

The applicant, for use of a facility at any site, shall meet with the facility use coordinator, facility use manager or designee at least two weeks prior to the date of use. This meeting will allow the applicant and the facility use coordinator/manager to review all policies, protocols, or practices unique to the school or site being used. This allows the facility use coordinator/manager to assist in scheduling a meeting for the site administrator to meet the person(s) who will be using the building. Another important issue to be discussed at this meeting is the level of adult/child ratio to ensure that adequate and appropriate supervision is provided by the applicant (especially when youth activities are involved). The nature and physical demands of the event, the number, age, and skill/ability level of the participants are to be considered when determining adequate supervision. Other supervision guidelines may be required depending on the activity. The district guidelines with respect to facility security will be discussed at this time.

C. Equipment Needs and Fees

Tables, chairs, stages, and other equipment may be available upon request. It is the applicant's responsibility to note these needs at the time the permit is requested. Such equipment will contain a usage fee and may include a delivery fee. This equipment may need to be set up and, in some cases, operated by district staff. The facility use coordinator, based on the suggested fees in this guide, determines charges for this equipment. Should the rental include a need for special equipment, the applicant must coordinate the details of availability, cost, and use conditions with the facility use coordinator/manager.

D. Approved User Identification

Upon payment of application fee and approval by the facility use coordinator/manager, receipt of payment and current and adequate proof of insurance, the applicant will be notified via email that the request is approved. will be given directly to the applicant. The applicant email approval will serve as a receipt and will identify him/her as a valid user. This approval must be presented to the designated staff member working the event upon arrival at the time of use. District staff is required to deny use to any party without a valid contract for facility use.

Conditions and Procedures

A. Procedure Overview

Individuals, organizations, and/or groups wishing to use district facilities shall complete a permit for facility use. The permit and this ***Guide to Community Use of School Facilities*** may be secured at any school office, in the lobby of the district Administration Building, 800 S. Taft Avenue or at Facilities Services, 255 S. Cleveland Avenue and our district website: <http://thompson.k12.co.us>. The permit for facility use, along with current and adequate proof of insurance, must be submitted to the site being requested or to the facility use coordinator located at 255 S. Cleveland Avenue at least two weeks prior to the use date requested. All fees for single-day usage and multiple-day usage must be paid when the permit for facility use form is authorized. The facility use coordinator/manager will finalize authorization. When a permit is approved, the activity will be added to the building master calendar.

B. Use During District Break Periods

All individuals and/or groups applying for the use of a school or facility during the summer break must obtain permit forms at 255 S. Cleveland Avenue. Summer use will be limited to schools where summer programs already exist. Principals will be responsible for informing the facility use coordinator/manager of the date and time of all building activities and the rooms reserved prior to leaving for the summer. Special circumstances for summer use may arise and be approved by the facility use coordinator/manager. The facility use coordinator will arrange for building coverage. **No district buildings will be rented during winter break.** Events during Thanksgiving break, spring break and other district-designated down time is discouraged. However, an event may be booked at the discretion of the facility use coordinator with the knowledge and consent of the building principal, designee or appropriate director.

C. Use Outside Normal District Hours of Operation

Facilities may be rented Monday through Friday as space is available and as such rental does not interrupt or disturb regular school activities. Saturday and Sunday use of school facilities may be permitted and will be subject to staff availability. All facilities should be vacated no later than **9:00 p.m.** unless special arrangements have been authorized on the contract for facility use. Any individual, group or organization using school facilities on weekends, down time, summer break, or after 9:00 p.m. must have a contract authorizing designated staff to be on site for the entire length of rental use. Applicants will pay the hourly staff-related service fees for the entire period of use.

D. Safety

All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times including, but not limited to the following:

1. Auditorium exit lights must be used at all times including performances.
2. Adequate lighting must be maintained.
3. Open flames in any area of the building or grounds (including candles and holiday decorations) are strictly prohibited.
4. Room capacity is not to exceed current fire guidelines for occupancy.
5. Temporary electrical or mechanical modifications are prohibited unless authorized by the Facility Services maintenance manager and authorization is noted on the contract.
6. Stairways, corridors, and entrance/exits must be kept free of obstruction at all times.
7. No equipment, scenery, signage or decorations of any type shall be used within the building or on the premises except as specifically provided for in the contract. Equipment, scenery, signage or decorations shall be fire-retardant and shall conform to all local and state regulations governing such equipment and shall not be attached to the walls, floors, or ceilings (except to anchors presently provided).
8. Compliance with evacuation procedures in the event of a fire alarm or other emergency is mandatory.
9. Compliance with the districts' prohibited/restricted activities list is mandatory.
10. Groups or participants shall not do, bring or keep anything on district property that might negatively affect the health, well being or safety of students or have a negative impact on the district's business operations.

E. Prohibited and Restricted Activities

Renter is responsible for ensuring all visitors and participants are made aware of and abide by the following laws, board policies and prohibited activities. Renter is responsible for informing district assigned staff, school administration or custodial staff, or local law enforcement agencies of any noncompliance. **Failure to comply may result in current and/or future contracts being revoked.**

1. Alcohol and Drugs

Use or possession of illegal drugs or alcoholic beverages is illegal and strictly prohibited.

2. Tobacco Use

All tobacco use, including chewing tobacco, is illegal and strictly prohibited on all school district property. Tobacco users must leave district building and district property, including parking lots, to use tobacco products.

3. Weapons

No weapons of any kind, as defined by state statute, or any object that might be construed as a weapon shall be allowed on school district property, except as authorized by law **and** with the express written permission of the Superintendent or designee.

4. Gambling

Games of chance and activities defined as gambling by state statutes are illegal and strictly prohibited on district property.

5. Other

Behaviors including obscene language, quarreling, fighting, or noncompliance with school district regulations, policies and procedures are prohibited.

The facility use coordinator, in coordination with risk management, will make the final determination of a prohibited or restricted event depending on specific details of permit application.

Examples of Prohibited or Restricted Events

Bonfires	Donkey B.Ball	Pyrotechnical-Endorsement Only	Full size trampolines
Bungee Jumping/Runs	Dunk Tank	Rodeo Events	Velcro Walls
Car Bashing	Mechanical Rides	Live Animal Exhibits	Overnight camping-Endorsement Only
Chemical Applications	Motorcycling	Skating of any sort	Helicopter Landings
Climbing Walls (not available for rentals)	Paintball	Tobogganing	Roping Events

F. Reservations Made in Advance

A permit for facility use may be requested up to a year in advance. However, these requests will be authorized only after all school events have been scheduled and all Intergovernmental Agreements have been met. The permit may be authorized by the facility use coordinator or the facility use manager or the auditorium production manager. The permit fees will be paid no less than two weeks prior to the event or it will be cancelled.

G. Permits

No individual and/or group will be authorized to use district facilities, including district fields, without having an authorized permit for building and facility use. The facility use coordinator, facility use manager or building principal has the responsibility and authority to accept or deny requests for permits. Neither you nor members of your party will be admitted to any district building without possession of the authorized permit. This permit shall be shown to the district staff assigned to your event. Children will not be permitted in the building without a supervising adult with the approved permit.

H. Insurance

District insurance coverage does not extend to the conduct or liability of community or other groups utilizing district facilities. The district will require a current and adequate certificate of insurance from all permit holders.

I. Supervision

Adequate, adult leadership and supervision (see section B under Applicant Obligations and Responsibilities) shall be required at all times for activities in which minors are participating. Minors shall be supervised at all times and are to remain in the area of contract rental. Failure to comply may result in current and/or future permits being revoked. This also includes the time before and after the event during which the youth are on school district property.

J. Facility Use of Specialty/Restricted Areas

Rental requests for specialty areas, including computer rooms, family studies rooms, weight lifting rooms or other spaces with specialized equipment will be evaluated by the facility use coordinator or the facility use manager before rental arrangements may be made. Areas may be restricted from rental e.g., science labs, industrial education shops, weight lifting rooms, climbing walls, kilns, etc.; due to the cost of equipment, specialized use, and required training or safety concerns. Additional fees may be charged for specific equipment and specifically trained school district staff if specialty areas are approved for rental.

K. Kitchen Rental

Arrangements for use of any district kitchen will be made through the kitchen manager, Nutrition Services director or the facility use coordinator. Kitchen areas shall be used only under the supervision of a Nutrition Services employee with appropriate staff fees being assessed at the time of the authorization of the permit.

L. Staffing

Any organization or individual permit holder, **regardless of category**, will be required to pay the cost of a designated staff member during weekends or outside of regular staff hours. This includes in-district staff use of facilities during weekends, holiday breaks, and summer breaks. The facility use coordinator, with the knowledge of the building principal, shall determine supplemental staffing needs necessary for each event. For groups with over 50 people, a minimum of one additional staff will be required.

M. Large Group Reservations for Groups of 200 or More

Large groups and/or special events impact sites and require a higher level of service as well as accommodations. Large groups/special events necessitate additional planning and coordination, impact parking, traffic control, utilities and restroom facilities on site and require additional custodial duties. Large group events also will be coordinated with the City of Loveland to inform and minimize any impact a large event may have on city resources. All large group reservations must be coordinated and authorized by the facility use coordinator or the facility use manager.

N. Storage and Staff Time

Permit holders will be responsible for staff time used to move furnishings, equipment, or supplies. No storage of equipment or private belongings is allowed on a long-term basis for permit holders, unless specifically cited in the authorized permit.

O. Advertisement Materials

Posters, flyers, or other advertising materials to be used to promote activities at district facilities must be submitted electronically to the district by the district Communication and Community Resources Department located at 800 S. Taft Avenue for approval. When approved, these materials will be posted on the district website. Only electronic postings are permitted.

P. Single Bookings/Multiple Booking/Payments

Payments must be made in full within two weeks of the scheduled and authorized permit event date. Multiple use bookings must be paid in full upon acceptance and authorization of the permit request. The facility use manager must authorize monthly payment arrangements. (Checks must be made payable to Thompson School District R2-J and delivered to Facilities Services, 255 S. Cleveland Avenue, Loveland, CO 80537, Attn: Facility Use Coordinator, or sent to Facilities Services through the interoffice district mailroom.)

R. Photography or Video Usage

Use of photography or video equipment on school district grounds by any community use individual or group, in any category, must be approved and authorized by the facility use manager. Specific conditions will be noted on the authorized contract and district staff assigned to each event will be authorized to revoke the contract in the case of any deviation from agreed upon authorization.





Request for Community Use of School Facilities

Facilities Services
255 South Cleveland Avenue, Loveland, CO 80537
(970) 613-5351 Fax: (970) 613-5384

Schedule Information

Event Description:	Date(s)	Day(s)	Area(s)	Start Time	End Time
Number Attending:					
Facility Requested:					

Organization Information

Name		Cell Phone	
Contact Name		Day Phone	
Email Address		Evening Phone	
Address		<input type="checkbox"/> Non-Profit Youth	<input type="checkbox"/> Non-Profit Adult
City, State		<input type="checkbox"/> District	<input type="checkbox"/> Commercial
Zip		FEIN #	
Insurance Company		Policy #	
Coverage Dates	From	To	Certificate on file Y N

Setup Information

<input type="checkbox"/> PA System	<input type="checkbox"/> Risers	<input type="checkbox"/> Podium	<input type="checkbox"/> Piano/Tuning	<input type="checkbox"/> Tables# _____
<input type="checkbox"/> Computers	<input type="checkbox"/> VB Nets & Standards	<input type="checkbox"/> Scoreboard	<input type="checkbox"/> Wrestling Mat (s)	<input type="checkbox"/> Chairs# _____
<input type="checkbox"/> Screen	<input type="checkbox"/> Projector	<input type="checkbox"/> Other _____		

Fee & Payment Information

Hourly Rates	Rate x Number of Hours	Estimated Fee
Application Fee	Rate x hrs	\$
Facility Use	Rate x hrs	\$
Event Staff	\$29 x hrs	\$
Kitchen Personnel	\$25 x hrs	\$
District Auditorium Technician	\$40 x hrs	\$
Production Technician	\$25 x hrs	\$
Equipment (not all equipment is hourly)	\$ x hrs	\$

Include a \$25 delivery fee for equipment rented from Facilities Services

Invoice # _____ Invoice sent _____

Make checks payable to Thompson School District

Signature & Approval

Signature implies legal responsibility for compliance with all conditions of building or facility use as outlined by the Board Of Education. See reverse side of this form for instructions, conditions of usage, and cancelation policy.		
Applicant Signature	Date	
Facility Use Coordinator Signature	Date	
Request Approved	Permit Number	Request Denied Reason

Request for Community Use of School Facilities

I. Applicant Obligations and Responsibilities

Applicant agrees with the following:

- A. To comply with all of the rules, regulations, and policies set forth in this agreement (See Policy & KF-R Regulations as provided in The *Guide to Community Use of School Facilities*).
- 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 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 applicants 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 Thompson School District R2-J 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 Thompson School District R2-J Request for Community Use of School Facilities, and Board of Education policies relative to community use of district property.

II. 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 2 weeks prior to 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. Cancellations received within 2 weeks prior to the scheduled event will result in 100% loss of facility usage fees. 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. All application fees are non-refundable.

Thompson School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, gender, sexual orientation, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For more information regarding civil rights or grievance procedures, contact the Assistant Superintendent of Support Services and Human Resources, 800 South Taft Avenue, Loveland, Colorado 80537, (970) 613-5000 or to the Office for Civil Rights, U.S. Department of Education, Region V111, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204, (303) 844-2991.

**Note: Weapons, Tobacco, Alcohol, and Controlled Substances
Are Prohibited On District Property**

Only service animals are allowed on School District Property

7/1/2015

Manager/Facility Use Coordinator, and the user will be charged appropriately.

- C. **Additional Costs.** Any additional costs incurred by the school district due the facility use will be billed to the applicant. This can 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 the facility use by the applicant, such damage should be noted and brought to the attention of the designated supervisory staff in the building.
- D. **Cancellation.** If cancellation notice is received at least 7 days prior to the schedule use, the application fee will be retained by the District. If cancellation notice is received 3 to 6 days prior to scheduled use, 35% of the total fee will be retained by the District. Cancellations received within 2 days of prior to the scheduled event will result in 100% loss of facility usage fees. If a scheduled rental is cancelled 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. All application fees are non-refundable.

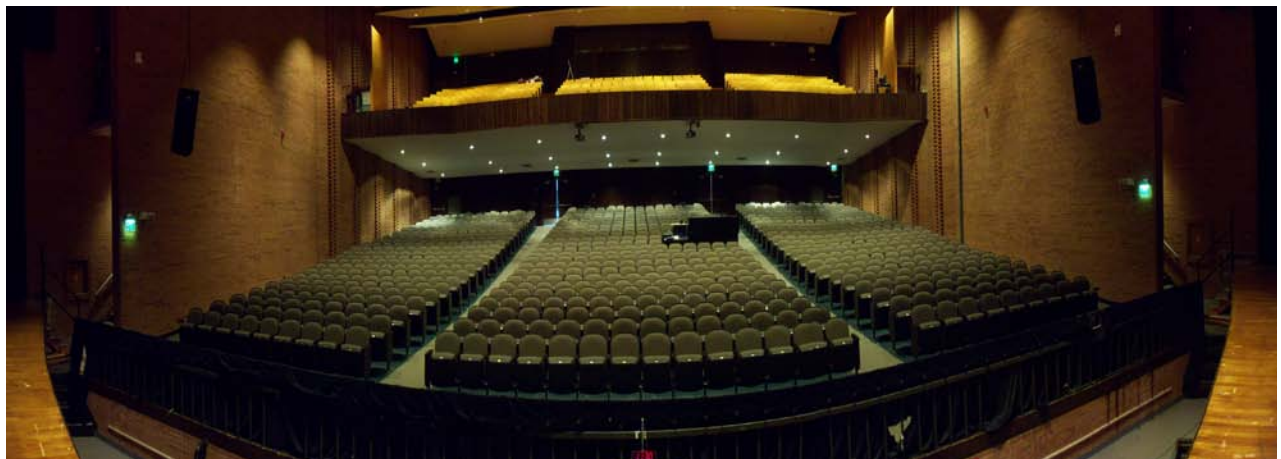
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Note: Weapons, Tobacco, Alcohol, and Illegal Drugs are Expressly Forbidden On School District Property.





Sue Wall Auditorium



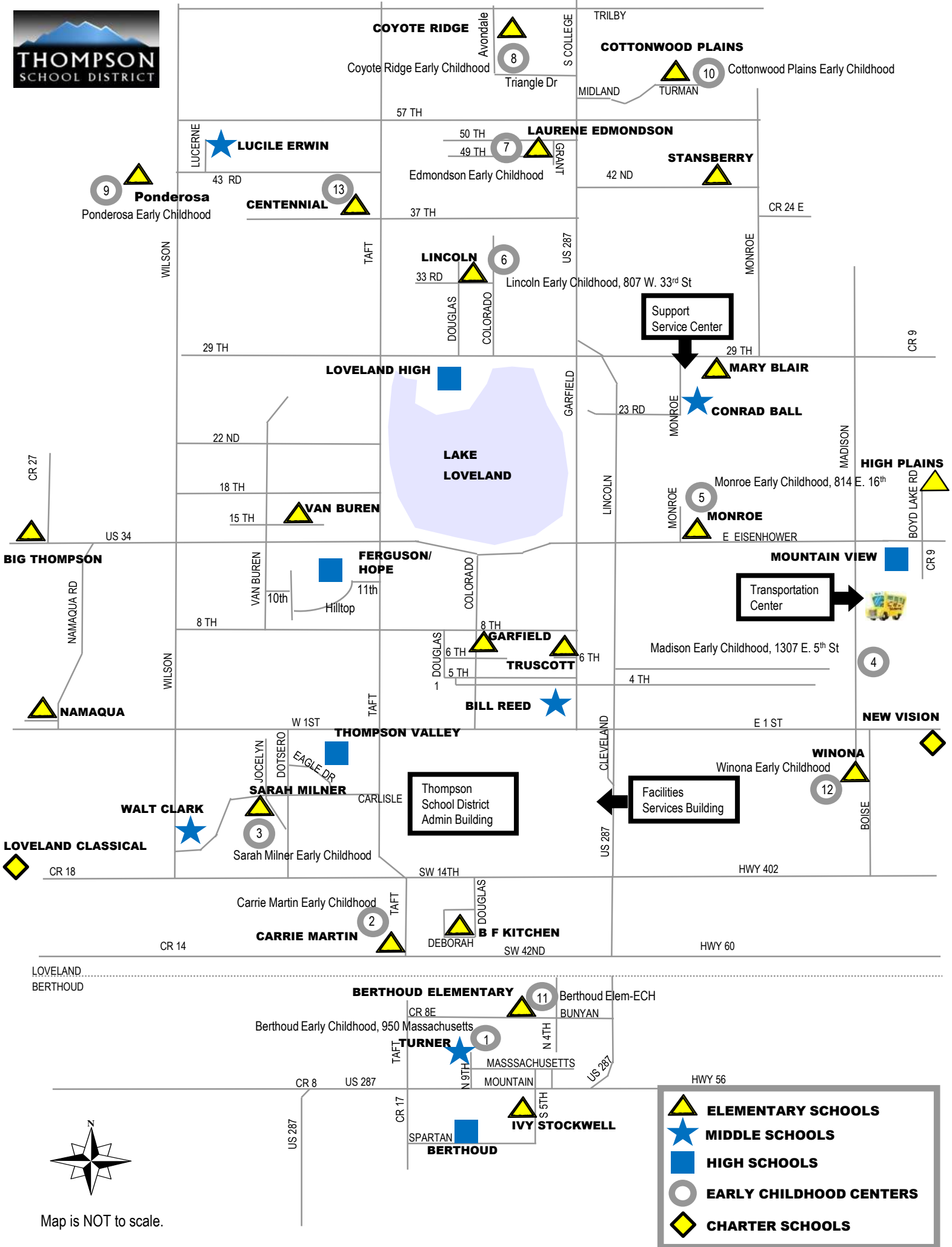
Roberta Price Auditorium

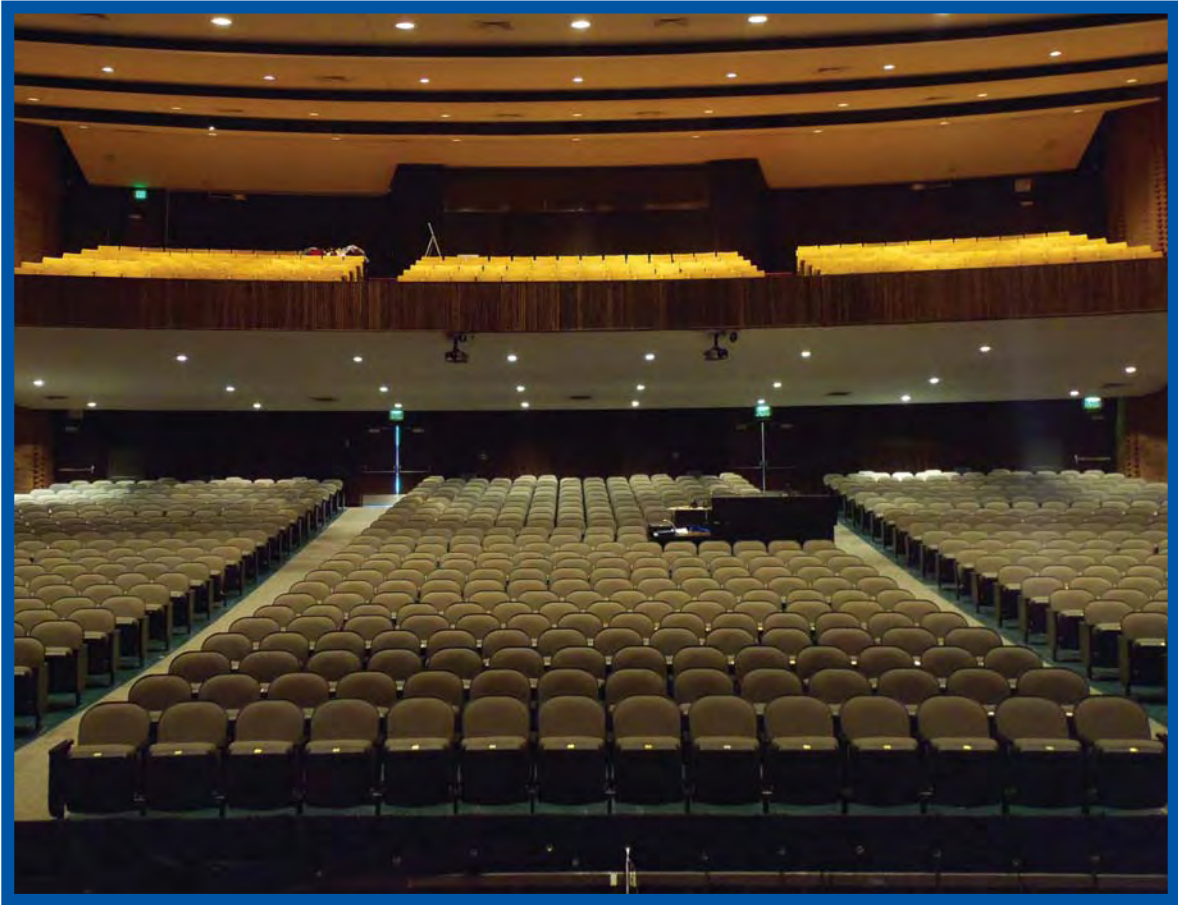


Commons

Roberta
Price
Auditorium







Facility Services

255 South Cleveland Avenue, Loveland, CO 80537
(970) 613-5393 Fax: (970) 613-5384