



# Request for Community Use of School Facilities

Facilities Services  
255 South Cleveland Avenue, Loveland, CO 80537  
Phone: (970) 613-5351  
Email: [facilityuse@thompsonschoools.org](mailto:facilityuse@thompsonschoools.org)

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

**Organization Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Email: \_\_\_\_\_ Billing Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization Type: \_\_\_\_\_ Liability Insurance: \_\_\_\_\_

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

**Event Name or Description:** \_\_\_\_\_

Age Group: \_\_\_\_\_ Number attending: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Tear Down End Time: \_\_\_\_\_

Date of Event (see below for multiple dates): \_\_\_\_\_

<p><b>MULTIPLE DATES</b></p> <p>Start date: _____ End date: _____</p> <p>To Be Held: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (List): _____</p> <p>Day(s): <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday</p> <p>Date Exceptions (Holidays, etc.): _____</p>
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Preferred Facility: \_\_\_\_\_ Second Choice of Location: \_\_\_\_\_

Area (Gym, Field, Classroom, etc.): \_\_\_\_\_

*For events and programs using multiple sites, please submit a separate request form for each location.*

### Equipment Needs:

PA system  Risers  Acoustical Shells  Podium  Piano  Projector/Screen  Auditorium Lights/Sound

Chairs # \_\_\_\_\_  Tables # \_\_\_\_\_  Volleyball Nets & Standards  Other: \_\_\_\_\_

*All equipment is subject to availability.*

### Set Up Instructions or Additional Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.
- 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.

**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 & 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. **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 V1, 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**

*Signature implies legal responsibility for compliance with all conditions of building or facility use as outlined by the Board of Education. See above for instructions, conditions of usage, and cancellation policy.*

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

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