



# Request for Community Use of District Auditoriums

Facilities Services  
800 South Taft Avenue, Loveland, CO 80537  
Phone: (970) 613-5351  
Email: 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 (select one): Non-profit youth Non-profit adult Commercial District

Liability Insurance (select one): On File Can Provide Need Help Obtaining Not Applicable (District Only)

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

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

Auditorium Requested: \_\_\_\_\_ Second Choice of Location: \_\_\_\_\_

Number of Dressing/Holding Rooms Needed: \_\_\_\_\_

Event Load In: Date \_\_\_\_\_ Time \_\_\_\_\_ Event Load Out: Date \_\_\_\_\_ Time \_\_\_\_\_

### Event Schedule

Date	Rehearsal or Performance	Stage Open	Doors Open	Start Time	Run Time

### Stage Setup Information

- Podium  Platform Size: \_\_\_\_\_  Chairs #: \_\_\_\_\_  Tables #: \_\_\_\_\_
- Music Stands #: \_\_\_\_\_  Band Shells #: \_\_\_\_\_  Choir Risers #: \_\_\_\_\_ (17-23 people ea.)
- Other: \_\_\_\_\_

### Technical Needs

- Microphones #: \_\_\_\_\_  Stage Monitors #: \_\_\_\_\_  Grand Piano  Upright Piano
- Audio Playback Type:  Computer  CD  USB  iPod/MP3  Projector(s)  Screen(s)
- Video Source:  Computer  DVD  Production Intercom Locations: \_\_\_\_\_
- Lighting Needs (Select all that apply):  Housing Lighting  Basic Stage Lights  Full Theatrical Lights
- Other (attach additional page if needed): \_\_\_\_\_

*Not all equipment is available in every auditorium. Please refer to the attached equipment list. Equipment is subject to availability.*

**Please Note: No food or beverages permitted in the auditorium at any time. The use of open flames, candles, pyrotechnics, confetti, glitter, or snow machines is prohibited.**

**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. User Group hereby releases and agrees to hold harmless, indemnify and defend the District, including but not limited to its board members, directors, officers, employees, contractors, agents and volunteers (collectively hereinafter referred to as the "Released Parties") from and against any and all liabilities, claims, causes of action, losses, damages, injuries or expenses incurred, including without limitation attorneys' fees and costs, arising directly or indirectly in connection with User Group's and User Group Parties' use of District facilities, or representations or statements made by the Released Parties about the condition of the facilities, including the risks of bodily injury, sickness, disease, and death or injury to or destruction of tangible property claimed on account of, but not limited to, the transmission of communicable diseases, including COVID-19.
- 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.** Cancellations received within 2 weeks prior to the scheduled event will result in 100% loss of facility usage fees, this includes any changes. 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**

*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: _____



# Auditorium Information and Production Equipment Available

	Thompson Valley High School	Mountain View High School	Loveland High School	Berthoud High School	Bill Reed Middle School
Seating Capacity	1,140	531	589	460	656
<b>STAGE</b>					
Stage Size (W x D)	42' x 37'	44' x 43'	37' x 34'	38' x 29'	28' x 31'
Fly System	Yes	No	No	No	No
Dressing Rooms	2	2	1	1	1
Dressing Room Size	15' x 10' each	21' x 10' & 28' x 10'	10' x 17'	11' x 7'	19' x 8'
Backstage/Cast Bathrooms	2	1	2	1	1
Production Intercoms	Yes	Yes	Yes (6) Wireless	Yes	Yes
Choir Risers	6 x 4-step	6 x 4-step	6 x 3-step	6 x 4-step	6 x 3-step
Band Shells	10	N/A	6	6	N/A
Straight-back Chairs	Yes	Yes	Yes	N/A	N/A
Music Stands	Yes	Yes	Yes	N/A	N/A
<b>PIANO</b>					
Grand Piano	Yes	Yes	Yes	N/A	N/A
Upright Piano	Yes	No	No	Yes	Yes
<b>AUDIO</b>					
Audio Mixer Size	48 Channels	48 Channels	48 Channels	32 Channels	32 Channels
Total Wireless Available:	6	4	4	2	4
Handheld Mics	1 to 6	1 to 4	1 to 4	1 to 2	1 to 2
Lavalier (Tie clip) Mics	1 to 6	1 to 4	1 to 4	1 to 2	1 to 4
Hardwired microphones	Yes	Yes	Yes	Yes	N/A
Stage Monitors	Up to 3	2	2	2	2
CD Audio Playback	Dual CD Player	Dual CD Player	Dual CD Player	N/A	Single Player
3.5mm (MP3/iPod/PC)	Yes	Yes	Yes	Yes	Yes
Files on USB stick	Yes	Yes	Yes	N/A	N/A
File Types	AAC, AIFF, MP3, WAV	AAC, AIFF, MP3, WAV	AAC, AIFF, MP3, WAV	N/A	N/A
<b>LIGHTING</b>					
Lighting Control Location	Next to Sound	Light Booth	Light Booth	Next to Sound	Next to Sound
Spotlights	2	2	2	2	N?A
<b>VIDEO</b>					
Video Projector	2	1	1	1	No
Video Screen	3	1	1	1	1
Location:	2 sides or 1 Center	Center	Center	Center	Center