

Lewis-Palmer School District #38 Request for Use of School Facilities

Date request is made: _____

PLEASE NOTE...2 WEEKS NOTICE IS REQUIRED FOR APPROVAL and approval is not final until an email is received confirming the event. Verbal confirmation of date availability or submission of this document is not a confirmation.

Organization: _____

Representative: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email address: _____

Contact for the day of the event(s): Name _____

Cell phone _____

Purpose/Activity/Event: _____

Number of people anticipated to attend this event, including organizers: _____

Organization's classifications

_____ CAT I – Established community service sponsored

_____ CAT II – Non-profit tax exempt # _____

I am including the 501(c)3 Letter of Determination with this request.

_____ CAT III -Commercial

<p>FOR DISTRICT USE ONLY:</p> <p>Proof of Liability Insurance on file: _____ 501(c)3 for Nonprofit Groups on file: _____</p> <p>APPROVAL:</p> <p>Date of Event _____</p> <p>Location _____</p> <p>Approved by _____</p> <p>District Signature: _____</p>
--

<p>Date Rc'd: _____</p> <p>Submitted: _____</p> <p>Approved: _____</p> <p>Estimate: _____</p> <p>Invoice: _____</p> <p>Payment: _____</p>

Space requested:

- Large meeting space (Commons)
- Small meeting space (Classroom)
- Auditorium/large theater
- Small performance space (Black Box)
- Parking lot
- Practice room
- Technology room
- Other _____
- Large gymnasium
- small gymnasium
- Large HS turf field
- Soccer field
- High school practice fields
- Softball/baseball field
- Unimproved Fields
- Tennis courts

School/building requested:

- Grace Best Facility (GBF)
- Ray E. Kilmer Elementary (KES)
- Lewis Palmer Elementary (LPES)
- Palmer Lake Elementary (PLES)
- Prairie Winds Elementary (PWES)
- Lewis-Palmer High School (LPHS)
- Palmer Ridge High School (PRHS)
- Bear Creek Elementary (BCES)
- Lewis Palmer Middle School (LPMS)
- Learning Center (ADMIN)

Dates:	Days: (Mon, Tue, etc)	Hours (am/pm)		# of Hours:
		From:	To:	
_____	_____	_____	-	_____
_____	_____	_____	-	_____
_____	_____	_____	-	_____
_____	_____	_____	-	_____

FOR INDOOR GENERAL FACILITY USE

- Tables #_____ Chairs #_____ CD playback
- DVD projector/screen Lectern and microphone _____
- If food will be served, check here and provide more information below.
Please note that there may be additional custodial fees related to food service.

FOR ATHLETIC SPACE REQUEST ONLY

- District #38 does not provide any equipment to sport entities unless by special arrangement.
- Tables #_____ Chairs #_____ CD playback/sound system
 - Scoreboard Bleachers

Other requests

FOR AUDITORIUM/PERFORMANCE SPACE USE ONLY

Seating for _____ (if space requires set-up of chairs)

Performance times (billed at a different rate with 1/2 hour on each side of performance for audience in the building)

Unless specifically requested, no additional equipment or technology will be available to user. Please check below to indicate what additional items need to be determined with the auditorium manager of each site.

Tap or clog dancing is restricted unless cleared with the auditorium manager first. The stage floors cannot be marked with anything other than pre-approved spike tape; absolutely no masking tape or packing tape.

- Lighting Technician (standard lighting package included) \$30/hour, additional crew members at \$15/hour if deemed necessary by auditorium manager
- Sound Technician (standard sound package included) \$30/hour, additional crew members at \$15/hour if deemed necessary by auditorium manager
- Grand Piano \$20/hour, \$60 maximum (piano tuning is user's responsibility)

Equipment that does not incur an additional fee but must be reserved

- Music stands #_____ Piano stand lights #_____ Band shell
- Choral risers #_____ Electric piano keyboard CD playback
- DVD projector/screen Lectern and microphone _____
- Floor microphones #_____ Wireless microphones #_____
- Crew headsets #_____ Tables #_____ Chairs #_____

If you need a reception area, please remember to request a commons area as well. Food and drink are not allowed in any performance space.

- If food will be served, check here and provide more information below.
Please note that there may be additional custodial fees related to food service.

Other requests

FOR ALL OTHER REQUESTS

- I understand that custodial time may be assessed for the full amount of time we use the building depending upon the building's regularly scheduled staff. I also understand that we may be required to pay for clean-up services in addition to rental hours to be billed after the event at \$30/hour.

- I understand that if snow removal is necessary on the day of my rental, I will pay custodial service additional fees for removal. Determination of required snow removal is made by the custodial staff at the school site and by **facility rentals**; my responsibility is to make contact with either of those parties ahead of time to determine what must be done and what costs will incur. I understand that for reasons of liability, I cannot remove snow myself.

- I understand that my entire time on District #38 facilities is requested here, with no preparation time assumed before or after sessions unless I request it as part of my rental.

- I understand that District #38 is not responsible for altering any facility, including field or gymnasium, in any way unless special arrangements have been made. Spaces will be maintained for school use, but if schools do not have events, no special preparations are included and can be requested for a fee.

- I understand that facility rental will invoice around the 15th of every month. If my rental extends beyond a month, I will pay the invoices to facility rental as I receive them. If my invoices are more than 90 days overdue, I risk losing my reservation this year and may not be approved for rental in the future.

- I have received, read and agree to all that is outlined in **policy KF**, Community Use of School Facilities. I understand that violation of any of these regulations or an outstanding financial debt to District #38 can result in immediate dismissal from district grounds and refusal of any future requests.

- I understand that under no circumstances may I sub-lease or allow another group to use the facilities I have rented.

- I understand that any third party such as an individual, group or organization using school property as provided under this policy shall hold the Board of Education, individual board members and all district officers, agents, and employees harmless from any loss, damage, liability, cost or expense that may arise from the negligence of the third party.

Agreed to:

Date:

(Applicant signature)

- I am submitting this document electronically and my typed name above indicates a signature.

Issued: June 2014

Revised and recoded: June 16, 2016

Lewis-Palmer School District #38, El Paso County, Colorado