

**AURORA PUBLIC SCHOOLS**  
**Department of Athletics and Activities**  
**Facilities Rental Office**  
15701 E. 1<sup>st</sup> Avenue, Suite 200, Aurora, CO 80011  
303-326-1957 Fax: 303-326-2122

**Rental Do's and Don'ts**

**DO** use only rooms requested.

- **DON'T** ask anyone to let you in rooms that weren't requested.

**DO** make sure you and your group arrive and depart at the times requested.

- **DON'T** Arrive earlier than the time on your request, and make sure your entire group is out of the building by the time indicated on your request. Customers will be charged for any additional hours (room charge and personnel) for extra hours they are in the building.

**DO** include all requests for equipment for your activity on your application.

- **DON'T** ask anyone to supply you with equipment not originally requested.

**DO** remain in the areas requested.

- **DON'T** go into other parts of the building.

**DO** supervise children while at APS sites.

- **DON'T** allow children to be unsupervised.

**DO** help us with ensuring your activity is successful by providing our office with all of the necessary information according to the timeline described.

- **DON'T** wait until the last minute to provide Certificate of Insurance and Payment or to meet with the Tech Director (activities in HS Auditoriums).

**DO** notify the Facilities Rental Office of any problems or questions regarding your activity.

- **DON'T** wait for and let a small problem become a large problem.