I. GENERAL POLICIES:

A. Mission Statement: To provide a learning environment and a high quality meeting place for Aurora Public Schools staff and students, other educational and non-profit organizations and the Aurora community.

B. General PLCC Rules: Facilities within the PLCC are open to staff, faculty, students and the community. Any use of this facility must be in good taste (as judged by the school district and community standards). The district reserves the right to establish policies for the use of the PLCC by types of groups and/or individuals. Failure to comply with any policy or guideline may result in action by the district to deny privileges.

C. Building Hours: Standard operating hours are Monday through Friday 7:30 a.m-4:30 p.m. Hours may vary on week-ends, holidays and for special events.

D. Customer Service: Quality customer service is an important goal of the PLCC and the Facilities Rental Office. Repeat customers are the true test of customer satisfaction.
II. OPERATING POLICIES:

A. Damage, Theft, and Vandalism: Persons and/or organization responsible for any acts of damage, vandalism or removal of items from the PLCC will be referred to the appropriate authorities and will be held accountable for their actions.

B. Emergencies: The PLCC is committed to the safety and security of all persons in the building and has developed appropriate emergency procedures. In case of an emergency (e.g., fire, tornado, or other threat), persons in the building are expected to follow the appropriate procedures.

C. Lost and Found: The PLCC maintains a lost and found service. Please check with the Receptionist. Items will be held for two weeks. After this time they will be donated to charity.

D. Minors: Minors must be accompanied by adults at all times. Minors are defined as persons under the age of eighteen (18).

E. Parking: Parking for the PLCC is free to all guests. Parking is available in the south lot and the west lot. Additional parking is also available at the adjacent Educational Services Complex. All guests should enter through the main entrance.

F. Vending Machines: Vending Machines are located in the hallway next to the concession area. These machines are the property of the vending company, and are not the responsibility of the PLCC.

G. Storage: The PLCC is not responsible for items left in the facility, and storage space is not available. Such items are the responsibility of the user.

H. Custodial Services: A custodian will be available during all scheduled events. Customers may be charged an additional fee for set up and clean up. The current rate is $35.00 per hour.
III. RESERVATION POLICIES:

A. How to reserve a room: A PLCC Rental Request Form must be fully completed and submitted to the Facilities Rental Office before space may be reserved. A non-refundable administrative fee of $20.00 will be charged for each application. Completed applications with the $20.00 will be processed first. The form is available at the PLCC Receptionist desk and at the Facilities Rental Office. An online version is available at www.aps.k12.us. Aurora Public Schools staff may also submit requests in this manner. Completed application forms and the application fee must be returned to the Facilities Rental Office.

B. Right to reassign or terminate: The district reserves the right to assign, and if necessary, reassign facilities considering the size, type of program, and space available to assure the maximum and appropriate utilization of space. The district reserves the right to terminate space when circumstances warrant.

C. Facilities available to Reserve: The following is a list of meeting rooms reserved through the PLCC and the Facilities Rental Office. The list also includes price and capacity information. *Community Rates are listed below. Commercial rates are double the Community Rate.

<table>
<thead>
<tr>
<th>Room</th>
<th>Sq Footage</th>
<th>Banquet Seating</th>
<th>Theatre Seating</th>
<th>Cost per Hour*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mt. Massive</td>
<td>2700</td>
<td>120</td>
<td>200 with stage</td>
<td>$100.00</td>
</tr>
<tr>
<td>Mt. Harvard</td>
<td>2000</td>
<td>90</td>
<td>120</td>
<td>$75.00</td>
</tr>
<tr>
<td>La Plata Peak</td>
<td>1000</td>
<td>36</td>
<td>45</td>
<td>$50.00</td>
</tr>
<tr>
<td>Blanca Peak</td>
<td>800</td>
<td>30</td>
<td>35</td>
<td>$50.00</td>
</tr>
<tr>
<td>VIP Room</td>
<td>400</td>
<td>15</td>
<td>N/A</td>
<td>$50.00</td>
</tr>
<tr>
<td>Mt. Elbert (entire center)</td>
<td>6500</td>
<td>300</td>
<td>400</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

D. Cancellation: The party signing the application must contact the Facilities Rental Office on all cancellations. Cancellations must be made at least 72 hours before the event takes place. The facilities Rental Office may assess fees reflecting all costs incurred by the client.

E. Liability Insurance: Aurora Public Schools requires all organizations that are not associated with the District to provide a certificate of insurance with a minimum coverage of one million dollars liability.

F. Security Requirements: The Facilities Rental Office will determine the need for paid security, and the number of security staff required. Groups will be charged the current rate of $35.00 per hour.
DECORATION POLICIES:
A. All decorating plans and times must be approved by the PLCC receptionist at least 10 business days before the scheduled event. Please call 303-364-1154.
B. No nails, screws, hooks, staples, straight pins or tacks can be driven into any fabric surfaces, walls, floors, doors, or ceilings.
C. Use blue painter’s tape or masking tape to adhere materials to glass, metal and wood surfaces. Duct tape is not permissible on any surface. Gluing decorations to surfaces is not allowed.
D. Decorations may not be hung from the ceiling or any technology equipment mounted on the ceiling. Decorations must not interfere with safe passage or evacuation.
F. No open flames or candles are permitted. Battery operated candles are permitted.
G. Private office spaces are not to be used for storage or decorating.
H. The PLCC and/or the Facilities Rental Office reserve the right to refuse inappropriate decorations.

FOOD AND BEVERAGE POLICIES:
A. Alcoholic beverages are not permitted on any Aurora Public Schools Property.
B. Food items and beverages that cause stain damage are prohibited, e.g. red beverages.
C. All catering activities must receive approval from the PLCC and/or the Facilities Rental Office.
D. Please notify the PLCC staff, at least 10 business days prior to the event date, if food is to be delivered to the scheduled event.
E. Food and beverages will be served from the Serving Kitchen. Catering refrigeration is available upon request. Ice and freezer space are not available.
F. All leftover food and beverages are to be removed immediately following the event.
G. Tables, either round or rectangular, and chairs are available. Table linens, silverware, serving dishes and centerpieces are not available.