



**Aurora Public Schools  
Division of Support Services  
Department of Athletics and Activities  
Facilities Rental Office**

**15701 E. 1<sup>st</sup> Avenue, Suite 200 Aurora, Colorado 80011  
303-326-1957 Fax: 303-326-2122**

Thank you for using Aurora Public Schools Facilities for your up-coming events. We are looking forward to working with you and your organization. Applications for Elementary, Middle and High School building/facility use can be submitted to the main office of building being requested or to the Facilities Rental Office. The \$20 application fee must be included for the application to be considered. Applications are available at either site.

The Facilities Rental Office is located at 15701 East 1<sup>st</sup> Avenue, suite 200, Aurora, Colorado, 80011. Please see attached map. Hours are Monday through Friday, 7:30A.M to 4:00 P.M.

Facility use customers should note the following:

1. Facility use customers will be billed for hours that have been contracted.
2. Additional billing will be done if facility usage exceeds the contracted hours.
3. Facility use customers must pay for all contract dates and times before the event can take place.
4. A nonrefundable administrative fee of \$20 will be charged for each Facility Use Application. School and school support groups will not be charged this fee.
5. The Facilities Rental Office will require the user to provide a certificate of insurance with minimum coverage of \$1 million liability.
6. Custodial charges will be billed on actual time used, which includes custodial arrival time, event time, cleaning up and securing the building.
7. The party signing the contract must contact the Facilities Rental Office on all cancellations. Cancellations must be in writing at least 72 hours before the event takes place. The Facilities Rental Office may assess fees reflecting all costs incurred by the cancellation.
8. The Facilities Rental Office will work as quickly as possible to process your requests and you will receive notification by phone when dates are approved.
9. Aurora Public Schools has an **Incident Response Team** in force in case of emergencies. In case of bomb threats, violence, accidents, child abuse, fire, and other such emergencies, facility use customers should call APS security immediately.

**APS Security  
Police, Fire/Ambulance**

**303-367-3060  
911**



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### **General Regulations for Aurora Public Schools Facilities**

(The Representative signing the contract is responsible for these rules being communicated to Coaches, Leaders, and Coordinators who will be using the District Facilities).

1. **ALL USERS SHOULD ARRIVE AND DEPART AT THE CONTRACTED TIMES.** (Adjust your practice to ensure you do not run over your contracted time).
2. All children shall be supervised AT ALL TIMES by an adult in all areas of the facility for safety and security reasons.
3. Enter and exit the building only in designated areas. All other doors in the facility will be locked and cannot be propped open.
4. NO food, gum or drinks allowed in the gym.
5. All users should carry their permit with them every time they enter a building.
6. Users must stay within the contracted area, and use the designated rest rooms.
7. NO running, bouncing or throwing balls in the hallways or on the walls. No sliding on railways.
8. NO alcohol or tobacco products may be used in or on school district property.
9. Clean up all trash or messes before leaving the building. Custodian and customer may sign the Custodial Checklist before and after the activity. Report any damage or stains to the custodian on staff at the time, so the problem can be repaired.
10. If equipment and/or furniture are allowed for your activity, please return it to its original location when you are finished.
11. NO hard or black-soled shoes are allowed on the gym floors. Hanging on basketball hoops or dunking is absolutely prohibited.
12. Missing or lost items are not the responsibility of The Aurora Public Schools.

Adhering to the above rules allows us to help keep costs down and keep facilities available to our community.

Thank you for choosing the Aurora Public Schools facilities to host your activity. Please leave the facility in the same condition as when you arrived.

Cancellations/Charges – please contact the Facilities Rental Office – 72 hours before the event.

***In Case of Emergencies Call APS Security 303-367-3060***

## Labor Rates for all Schools

Fee Schedule

Table IV

Revised 02/01/15

<b>Labor *</b>	<b>Cost Per Hour</b>
Custodian	\$35.00
Nutrition Services	\$35.00
Technical Director	\$30.00
Theater Support	\$20.00
Lighting/Stage Crew	\$10.50
Lifeguard	\$15.00
Security/Police (two each event)	\$45.00
Stadium Manager	\$25.00

\* In most cases labor is paid extra for set-up and closing. An extra half hour is added to the beginning and end of the activity

## Equipment Rates for all Schools

Fee Schedule

Table V

Revised 08/18/11

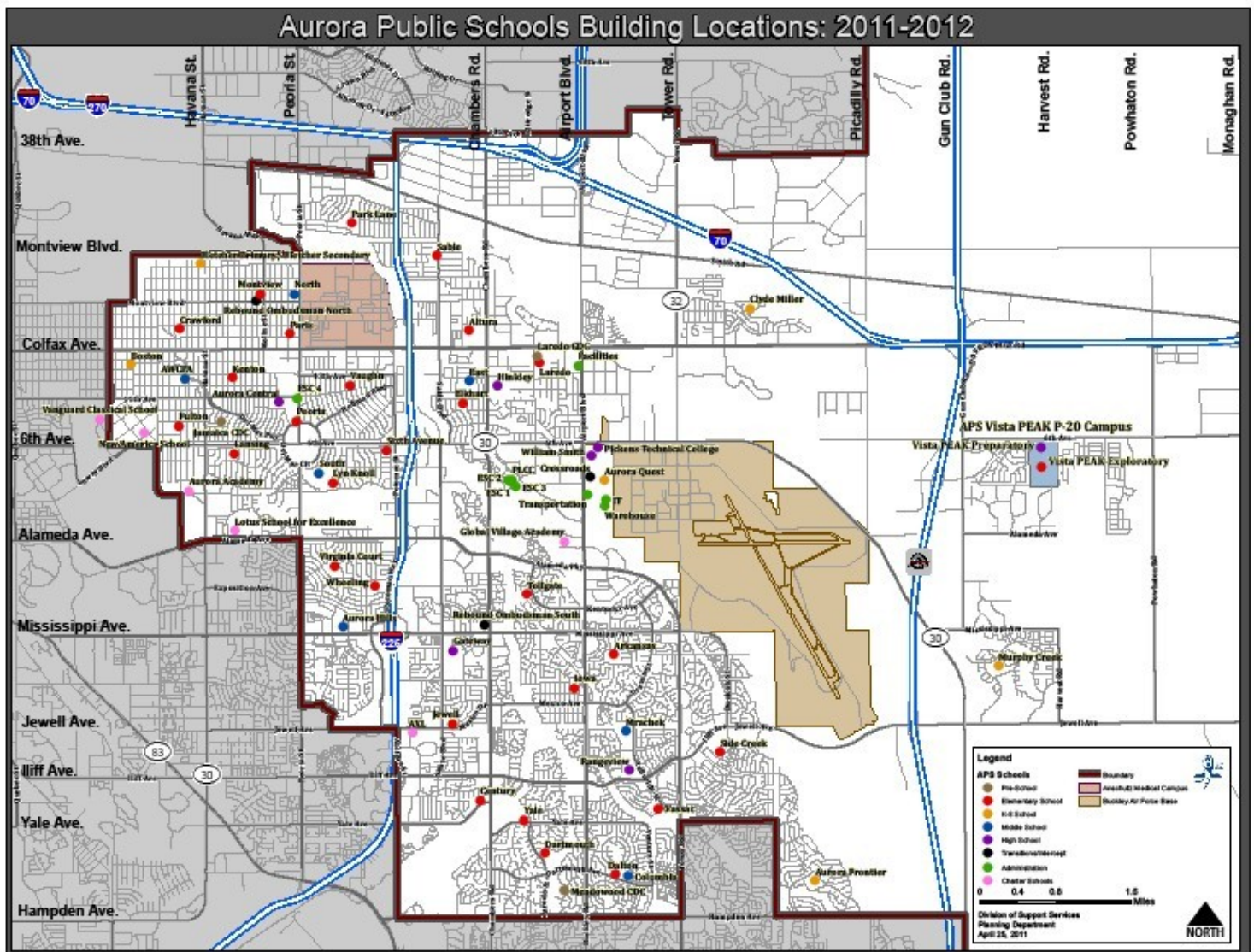
<b>Equipment*</b>	<b>Cost Per Event</b>
Grand Piano	\$100.00
Piano (Rehearsal)	\$25.00
Music Stands (each)	\$ 2. 00
Platform Riser	\$ 20.00
Microphone	\$15.00
Microphone (Wireless)	\$25.00
TV/VCR/DVD/ Video Projector	\$25.00
Slide/Overhead Projector	\$25.00
Theatre Lighting	\$25.00
Computer/Video Projector	\$25.00
Spotlight(Follow)	\$25.00
Other Equipment	Call for prices

\* In some cases an hourly rate could be charged. A damage deposit may also be required in some cases.

# Aurora Public Schools Facilities Map

Welcome to the Aurora Public Schools  
Educational Services Center, Building 1  
15701 East 1<sup>st</sup> Avenue, Suite 200  
Aurora, Colorado 80011

Directions: Take I-225 to Sixth Avenue  
Go East on Sixth Avenue to Chambers Road  
Turn Right (south) on Chambers Road  
Go South on Chambers Road to 1<sup>st</sup> Avenue  
Turn Left (east) on 1<sup>st</sup> Avenue  
Go East on 1<sup>st</sup> Avenue to Educational Services Center, Building 1



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 303-326-1957 Fax: 303-326-2122 Security/Emergency 303-367-3060

**DAMAGE DEPOSIT CHECKLIST**

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Custodian Name:** \_\_\_\_\_

**Customer Information:**

Organization: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Rooms Used		

Items checked upon arrival	Custodian	Customer
Orderly rooms?		
Teacher set up noted (classrooms only)?		
Clean floors?		
Trash Cans Emptied?		
Restrooms clean?		
Requested equipment ready and working?		
Any visible pre-existing damage?		

Items checked upon departure	Custodian	Customer
Teacher set up restored (classrooms only)?		
Customer trash in receptacles?		
Areas clean and neat?		
Customer's equipment removed?		
Customer finished at scheduled time?		

(Initials) \_\_\_\_\_

Comments/Damage Notes:

Fax (303-326-2122) or email ([ksyanta@aps.k12.co.us](mailto:ksyanta@aps.k12.co.us)) to Facilities Rental after event for damage deposit refund.

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**FACILITIES RENTAL OFFICE  
CANCELLATION WORKSHEET**

**Group is responsible for written notification of all cancellations**

Group Name\_\_\_\_\_

Today's Date\_

Name of person completing worksheet\_\_\_\_\_

Phone Number\_\_\_\_\_

Original date(s) of activity\_\_\_\_\_

Date activity is changed to (if applicable)\_\_\_\_\_

Original time(s) of activity\_\_\_\_\_

Time activity is changed to (if applicable)\_\_\_\_\_

Reason for cancellation\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Notes\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please send completed worksheet via fax: 303-326-2122 or US Mail to address above. All requests must be received at least seventy-two (72) hours in advance of original activity date. Please keep a copy for your records.

**NOTICE:**

**Any Cancellation or Changes must be presented in writing Seventy-Two (72) hours before the date/time of the event.**

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**INCLEMENT CONDITIONS/RAIN CREDIT REQUEST FORM**

Please print all information. Form must be completely filled out for approval.

Application and original permit may be submitted to the Facilities Rental Office in person or by fax.

In case of inclement conditions (rain out, snow, sprinkler operation, field repairs, etc) athletic fields must not be used. Permit-holders have 3 business days following permitted date in order to receive credit. If permit-holder uses the fields when fields are closed, damage repair costs will be assessed and billed to the permit-holder.

Organization \_\_\_\_\_

Permit-holder/Contact Person \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

(cell) \_\_\_\_\_ (fax) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Reason for credit request: \_\_\_\_\_

Permit #	School Name	Field	Date	Hours	Cost

OFFICE USE ONLY:

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date entered on computer: \_\_\_\_\_ Credit amount: \$ \_\_\_\_\_





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***REQUEST FOR FACILITY USE***

Before completing this form, read the USER RESPONSIBILITY, DISTRICT INDEMNITY and GENERAL REGULATIONS on the reverse side. Complete this request at least two weeks prior to intended use and forward it to the Facilities Rental Office. You will be informed by the Facilities Rental Office as to the disposition of your request. Use is approved only after form is signed by a Facilities Rental Manager.

Person completing this request (please print) \_\_\_\_\_

Sponsoring organization \_\_\_\_\_

Billing Address \_\_\_\_\_

Nature of Activity \_\_\_\_\_

Is admission being charged? \_\_\_\_\_ Are donations being taken? \_\_\_\_\_ Is there a registration fee? \_\_\_\_\_

Youth Group? \_\_\_\_\_ Age of participants \_\_\_\_\_ Within District? \_\_\_\_\_ Outside District? \_\_\_\_\_

Adult Group? \_\_\_\_\_ Number of people expected (Audience and participants) \_\_\_\_\_

School Requested	Room/Field Requested	Date * (from-to)	Time (from – to)

\*Please note what day(s) of the week are being requested.

Personnel Requested				
Custodian		Supervisor		Lighting/Stage Crew
Security/Police		Technical Director		Lifeguard
Nutrition Service Worker		Tech Assistant		

Equipment Requested				
Microphone		Piano		TV/VCR/DVD
Microphone (Wireless)		Podium		Overhead Projector
				Spotlight
				Stage Lights

**(Charges will be assessed for personnel and/or equipment.)**

**I have read the requirements on the reverse side of this request and will comply with the stated provisions. I also agree to pay the \$20 application fee.**

Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

-----  
 TO BE COMPLETED BY THE BUILDING SUPERVISOR

\_\_\_\_\_ The above request is APPROVED by the building supervisor.

\_\_\_\_\_ The above request is DENIED by the building supervisor.

Reason for denying request \_\_\_\_\_

Building Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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 TO BE COMPLETED BY THE FACILITIES RENTAL OFFICE

Enclosed are the fees, if any, which will be charged to you and your organization for the use of the facilities described above. These fees must be paid at least five days in advance of the use of the facilities. Make your check payable to: Aurora Public Schools

Signature of Facilities Rental Manager \_\_\_\_\_ Date \_\_\_\_\_

## ***CONTRACT LANGUAGE***

### **User Responsibility and District Indemnity**

- A. The signer of the application warrants that s/he is duly authorized to act as the legal agent of the organization using the building/facility, and as such, will be responsible for compliance with all conditions for use of district property and equipment. The applicant signing the "Request for Facility Use" and the organization so represented will agree to defend, indemnify and hold harmless the District, its employees and officers, (and any persons whose property may be within that building), from any claim, financial loss or expense which may arise from the use of the facility by the applicant. In addition, by signing the request for building use form, the applicant agrees that all activities and events it holds on district property shall be open to all persons regardless of disability, and that it will comply with the requirements of state and federal laws relating to disabled persons, including the Americans with Disabilities Act.
- B. The applicant shall be responsible for the conduct and control of all participants and spectators and shall see that all federal, state, municipal and District regulations governing safety are followed. The applicant shall also be responsible for taking immediate steps to stop any activity that threatens damage to the facility or injury to any person attending the activity. There must be adequate adult supervision for all use. The District will require the user to provide certificate of insurance with coverage and limits acceptable to the District. The applicant must agree to be financially responsible to the District for any and all damages that occur to the building and property during the period of use. Excessive wear to the District's equipment caused by non-school users will be charged to the user.

### **General Regulations**

- A. Any use of District buildings, facilities or property must be in good taste (as judged by the school district using community standards). In addition, no use may create a nuisance, an unreasonable risk of harm to participants or those in the neighborhood, an unreasonable risk of a disturbance to the neighborhood in which the school is located or a hazard to other persons.
- B. When any school building is occupied, a school custodian or other building representative must be present and the user must pay any necessary overtime pay.
- C. School buildings and facilities may not be used for private family use (i.e. wedding receptions, parties, recreation).
- D. Organizations using District buildings/facilities shall neither negotiate with nor pay any employee directly for services rendered.
- E. Persons using District buildings/facilities must confine themselves to the Room(s) and corridor(s) assigned for their use during the approved time. Areas must be vacated completely at the agreed upon ending time; otherwise, overtime charges may be assessed.
- F. All groups or organizations not directly affiliated with the school shall meet only after school hours.
- G. Keys to the school buildings shall not be issued to any applicant.
- H. Groups using District buildings/facilities must not establish any type of concessions for the purpose of dispensing any food or beverage of any kind in the school buildings or on school grounds, except at designated athletic facilities and as approved by the Building Rental office.
- I. The use and possession of alcoholic beverages or illegal drugs by any person or group (including spectators) on District property is strictly prohibited.
- J. Smoking in all District school buildings is strictly prohibited, except in areas designated by the building principal or building manager.
- K. Neither gambling nor unlicensed games of chance (i.e. bingo, lotteries, raffles) shall be permitted in District buildings/facilities. Only generally accepted amusement games may be conducted at student-oriented or similar activities.
- L. No supplies or equipment will be stored in school buildings without prior approval of the school administrator or the Building Rental office.
- M. Safety – All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times.
- N. Rental of outside facilities/fields does NOT include restroom facilities. Customers may be required to rent portable toilets. Improper use of exterior buildings for restroom will result in revocation of field permit.