



Permit # 1408-0034

**From: Jeffco Public Schools -  
General Accounting**  
1829 Denver West Drive, Bldg. 27  
Golden, CO 80401

## Facilities Contract

Last Edited: 08/05/14 at 7:30AM

Contact/Billing Person: Jeff Zepp  
Address: P.O. Box 260175, Lakewood, CO 80226  
Mobile Phone: (720) 231-6683  
Home Phone: (303) 674-2386  
Email: jeff@rzeppa.org

**EVENT NAME: Driving Range**  
**To: Rising Sun 4 Wheel Drive Club**

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
<b>Sat 08/23/2014</b>	<b>Driving Range - Driving Range West</b>			
9:00 AM-4:00 PM	Driving Range	7.00	\$ 45.00	\$ 315.00

<b>Summary</b>	Facilities Rental:	\$ 315.00	<b>Estimated Total Charges:</b>	\$ 315.00
	Equipment:	\$ 0.00		
	Extra Charges:	\$ 0.00		
			<b>Balance Due:</b>	\$ 315.00
			<b>Total Amount Paid:</b>	\$ 0.00
			<b>Remaining Balance Due:</b>	\$ 315.00

### Other Conditions:

Please review time requested carefully. All time will be billed without 24 hour cancellation notice. By not returning the contract does not cancel the request. You will need to contact both the school and General Accounting to cancel the contract. Refer to section B. under General Regulations.

For questions regarding scheduling please contact the school directly.

### Jeffco School District Facility Use Contract

#### User Responsibility and District Indemnity

A. By signing this application, the applicant and representatives agree to be bound by all of the policies, provisions, and regulations of the School District Policy KF and District Regulation KF-R, as well as all safety measures.

B. The applicant does hereby agree to indemnify and hold harmless Jefferson County School District No. R-1, its officers, employees and agents, from and against all liability, claims and demands on account of injury, loss or damage, or any other loss of any kind whatsoever which arise out of or are in any manner connected with this event. All community groups who bring and leave personally owned items or equipment in school facilities do so at their own risk. Such equipment is not covered by insurance and the District cannot pay for repairs, damage, or loss.

C. 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.

D. 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 supervision for all use.

E. Applicant must have a minimum of \$1,000,000 combined single limit for general liability insurance coverage, unless a prior agreement has been made with the District's Director of Risk Management. If applicants are individuals wishing to utilize the facilities or site, they must have a homeowners' policy that covers bodily injury,

property damage and medical coverage for those involved. Applicants may be asked to provide a certificate of insurance to the District prior to use and at the discretion and request of the District, naming the District as an additional insured. Please email the following information to [buildinguse@jeffco.k12.co.us](mailto:buildinguse@jeffco.k12.co.us):

Insurance Company: \_\_\_\_\_

Insurance Company Phone Number: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

Insurance Policy Expiration Date: \_\_\_\_\_

#### General Regulations

A. All users and/or the user representative must have a copy of their approved Permit with them while they are in the building or on the field. You may be asked to present that document.

B. Fees for use of facility and/or premises will be charged in accordance with the current building use fee schedule. For cancellations please provide notification in writing to [buildinguse@jeffco.k12.co.us](mailto:buildinguse@jeffco.k12.co.us) 24 hours prior to event. Failure to do so will result in full payment of event. Failure to pay invoice upon receipt will result in denials of all future facility use requests.

C. Applicant is responsible for arranging with the District for staff coverage during the time the facility and/or premises is occupied by a non-school applicant when the activity is scheduled beyond normal working hours for the facility. When the building is being used at times when custodians are not on duty, the District at the overtime rate will determine and provide a custodian when a District designee is not present and when the event requires it. All buildings must be vacated at the agreed upon ending time in accordance with the Contract established between the parties; otherwise, overtime charges may be assessed. All costs for a custodian shall be the responsibility of the applicant.

D. Persons may not be on school premises other than in the designated area applied for and the direct approaches to the area. Applicant must ensure that an adult will assume direct responsibility and supervision for any facility usage.

E. The use and possession of tobacco, alcoholic beverages or illegal drugs by any person or group on District property is strictly prohibited.

F. When inclement weather conditions exist do not use fields when damage may occur due to extremely wet conditions. Damages to the field during inclement weather will be charged to the applicant.

G. No supplies or equipment will be stored in school buildings without prior approval of the school principal.

H. Fire Compliance - The person receiving the Permit shall obtain from the school's principal permission to decorate or introduce furniture, shall use only materials acceptable to the local fire marshals, and shall remove all decorations before leaving the building. Please find the "Fire Compliance Requirements" at [http://www.jeffcopublicschools.org/community/building\\_use.html](http://www.jeffcopublicschools.org/community/building_use.html). Additional Permits may be required by the local Fire Department or State Electrical Board; it is the responsibility of the applicant to contact the Fire Department or Jeffco Schools Facilities Department for a determination. Exits must be kept clear at all times.

Open flames, candles, and fire are not permitted in or around District property. All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times. An applicant may have in attendance

no more persons than the seating capacity of the facilities rented. Fire regulations limit the seating capacity of the auditorium; therefore, additional seating space may not be gained by placing extra chairs in the aisles. Seating capacity must be adhered to in all District space being utilized by the applicant.

No helium filled balloons are permitted inside District facilities.

I. Building/Contents Damage - Defacement of walls by holes or nails is not permitted. Following the use of the facility and/or premises, applicant shall inspect all areas actually used by anyone admitted to the facility and/or premises during applicant's period of use and shall be responsible for returning the facility and/or premises in the same condition as received. Should the applicant find any damage, it must be reported to the building custodian immediately. Damage or destruction to any facility and/or premises is not permitted, and the cost of all repairs will be charged to the applicant. Community groups using District furniture and/or equipment shall be responsible for any damage which may occur while the furniture or equipment is being used. The District reserves the right to require a performance bond or a deposit for protection of the building facility and equipment, and to guarantee the rental or expenses.

The use of material on floors or other parts of the facility and/or premises is prohibited without the approval of the school principal. Hardwood gymnasium floors are restricted to soft-sole footwear such as tennis shoes.

J. School buildings and facilities may not be used for private family use (i.e. wedding receptions, birthday parties, family reunions, recreation, etc.).

K. Use of school facilities must in no way interfere with school activities, and shall be limited to the activity specified in the approved use Permit. Preschool through grade 12 school-related activities have first priority in facility use. Second priority will be any other district sponsored activities. Other community group requests for building use will be approved on a space available basis and are subject to cancellation due to school-related/district sponsored activities.

L. Organizations using District buildings/facilities shall neither negotiate with nor pay any District employee directly for services rendered.

M. Keys to school buildings shall not be issued to any applicant.

N. Use of the facility shall in no way constitute an endorsement by Jefferson County School District No. R-1 or the school/facility for said event. Licensee shall not imply in any way that Jefferson County School District No. R-1 or the school/facility is sponsoring, co-sponsoring, or endorsing the event. In advertising for the event, the school/facility name shall be listed only as the location for the event. Use of District or school logos is not allowed without written permission from the District/School in any advertising for the event.

The General Accounting Department reserves the right to rescind a Permit, deny future Permits, or impose conditions on future uses by an applicant for violations of school District rules and regulations related to facility use.

By signing this Contract I accept the terms, conditions and fees of rental for the above described Jefferson County Public School facility and understand that additional fees may be added for facility or personnel hours beyond those specified, damage, repair, etc.

*Jeffco Public Schools*

Type your PIN # here as your electronic signature

••••

[I forgot my PIN #](#)

---

Signature

\*\*\*\*\*

Jeffco Public Schools - General Accounting

Attachments:

---

Signature

Jeff Zepp

Rising Sun 4 Wheel Drive Club

[Print this contract for mailing](#)

[Click to approve and return the contract](#)

[Close](#)