

Facility Use Building Use Terms

Following are the terms and provisions for obtaining a permit to use Boulder Valley School District facilities.

Please note: failure to comply with any of these terms or provisions may result in the cancellation of the permit and/or an assessment of appropriate charges.

- Respect the reserved times on your permit.
- Building use is restricted to space listed on the permit, adjacent halls, and restrooms.
- If you fail to show up at the time stated on your permit, the monitor will wait only one hour on site before locking up. No refunds will be given.
- Space must be left clean, trash must be picked up, and space must be returned to original configuration. Any additional tables, chairs or technical equipment provided by the school must be returned to their original location.
- **Minors must be supervised by adults at all times. Minors are defined as persons under the age of eighteen (18).**
- **Food and/or drink are not permitted in gyms, classrooms or other school areas other than the cafeteria.**
- Physical education equipment or supplies such as climbing ropes, mats, balls, nets, scoreboards, etc. are not to be used unless specifically contracted in writing with the school. Classroom supplies such as dry markers, paper, staplers, etc are to be supplied by the renter.
- Auditorium equipment, (including lights and sound systems) unless specifically contracted in writing with the school may not be used. **These arrangements must be made in advance with the school.**
- Do not adjust moveable walls.
- Do not hang on basketball rims; no slam-dunking allowed. If damage does occur to a basketball rim, backboard or other equipment during your scheduled gym use, you will be billed for all replacement and/or repair costs.
- No tape allowed on the gym floor; use only clean and dry tennis shoes; no black-soled shoes.
- No tape allowed on auditorium floors.
- No temporary electrical, mechanical, or computer modifications allowed.
- Additional restrictions may be added to individual permits.

- Organization or the person responsible listed on the permit will be responsible for damage, vandalism to the premises or removal of items. Fees may be incurred.
- Literature may only be distributed to the attendees of events.
- Solicitation is not permitted on school property. Solicitation is defined as any activity promoting, selling or advertising a product, service, membership or support of an organization or group. This includes leaving signage on school property.
- **INSURANCE – All groups must submit proof of liability insurance prior to receiving their permit. Liability insurance may be obtained as a separate policy or as a rider on homeowners insurance. Boulder Valley School District must be listed as an “additional insured” on the certificate. If you are part of an organized group, the limits of liability are \$1,000,000 per occurrence, \$2,000,000 aggregate. If you are an individual, the limits of liability are \$500,000 per occurrence, \$1,000,000 aggregate. If you have any further questions, please contact the Facility Use office at 720-561-5965.**
- Permits are non-transferable.
- All applicable fire and safety laws must be observed. Open flames are strictly prohibited. Exits and stairways must be kept free of obstructions. Equipment, decorations, or scenery must meet all fire codes.
- Smoking is prohibited in buildings and on Boulder Valley School District property. Use or possession of alcoholic beverages and illegal drugs is prohibited on BVSD property. Weapons of any kind are not allowed except by those authorized at the state and/or federal level to carry such weapons (e.g. peace officers). Failure to comply will be dealt with by local law enforcement agencies.
- Animals are not allowed on school property.
- The Boulder Valley School District shall not be held responsible for any damage or loss, which may occur to non-school property, brought on the premises. Such property must be removed from the facility immediately after the use.
- To the fullest extent permitted by law, the user agrees to defend, pay on behalf of and hold harmless the Boulder Valley School District, its elected and appointed officials, employees and volunteers and others working on behalf of the Boulder Valley School District, against any and all claims, demands, suits, and losses including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Boulder Valley School District, its elected and appointed officials, employees, volunteers or others working on behalf of the Boulder Valley School District, by reason of personal injury, including bodily injury, death, and/or property damage, including loss of use thereof, which arises out of the alleged negligence of user and all persons present at the permitted activity who are in any way connected or associated with this permit.
- **CANCELLATION POLICY:**
The Boulder Valley School District reserves the right to cancel Facility Use Permits should the space be needed for any school or school-related activities. This right will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer alternative space. Full refunds will be given.

The organization, group or person holding the permit may cancel their permit. Cancellations must be made through the Facility Use office at least ten (10) business days prior to the first date on the permit. Failure to follow this policy may result in the following cancellation fees.

- A fee will be charged for any cancellations or changes initiated by the user as follows:

1. If usage fee for cancelled space is less than \$25, no refund will be issued.
2. If usage fee for cancelled space is between \$25-100, a \$25 charge will be assessed.
3. If usage fee for cancelled space is over \$100, 25% of the cancelled amount will be charged.

I have read and understand the above stated terms considered to be the provisions of this permit and agree to abide by them. As the person responsible, I understand that it is my responsibility to inform all persons present at the permitted activity of these terms. It is also my responsibility to immediately report to the Facility Use office any damages incurred during my use of BVSD facilities. I indemnify BVSD, its agents and/or employees from all liabilities of whatever nature, for any injuries and/or damages incurred by any person involved in or observing any activity performed pursuant to this permit.

Signature: _____ Date: _____