

COMMUNITY REQUEST FOR USE OF TCA SCHOOL FACILITIES

Organization:

Organization Address:

Contact Name:

Contact Email:

Contact Phone Number:

Campus Requested:

Room(s) Requested:

Date(s) Requested:

Time(s) Requested:

Special Requests:

Chairs	Quantity:
Tables	Quantity:
Microphone	Quantity:
Large Trash Can	Quantity:
Other	

Number of Occurrences:

Category: (see categories and fee schedule on following page)

If custodians are required for set-up or clean-up of an event, a \$30/hour fee will be charged. If an on-site manager is required for an event, a \$20/hour fee will be charged. An on-site manager is necessary to unlock the building, stay during the event, and lock up the building if an event takes place outside normal business hours, which vary by campus. Please call Ashley D’Agnese at 719 488-6419 with any questions.

Complete and submit this form, including the Community Use Facility Agreement (see final page of document). Email a copy of the organization's proof of insurance to Ashley D’Agnese at adagnese@asd20.org or mail it to Ashley D’Agnese, 975 Stout Road, Colorado Springs, CO, 80921.

Once the Community Request for Use and the proof of insurance are received, a contract will be sent to the organization to sign and approve.

Rental Categories

Category I – School Affiliated- TCA sponsored activities. No written agreement required.

Applies to:

- Regular curricular programs of the school
- School-sponsored student activities and organizations free, open to all participants/spectators, and approved by the school principal.
- School-sanctioned athletic and activity events ratified by the TCA Board.
- School-affiliated organizations whose use is approved by the school principal and where no fees are assessed nor donations requested of participants. Examples are PTO meetings, faculty/staff meetings, recognized school related parent group meetings (e.g., Lead Parent Meetings), and recognized school related community group meetings.
- National, state, and local governmental elections.
- School-requested and staff development approved in-service or staff development offering free to outside personnel.
- Such use by school employee groups as may be provided for within specific personnel policies (e.g., technology classes).

Category II – Community Rate- All rental activities that are not approved, sponsored, or sanctioned by TCA. Facility Use Agreement and insurance are required.

Applies to:

- Youth activities where instructors or supervisors receive payment for their involvement in the activity and/or where fees are assessed or donations requested of participants and/or spectators.
- Educational and/or recreational activities for youth offered by YMCA or community “feeder” athletic teams.
- Sports camps offered to TCA youth.
- Organizations sponsoring activities for adults.
- Church services and other activities sponsored by religious organizations.
- Other community-sponsored groups where instructors or supervisors receive payment for their involvement in the activity and/or where fees are assessed or donations requested of participants and/or spectators.
- TCA community adult recreational groups.
- Boy and Girl Scouts meeting use of facilities.

Category III – Commercial Rate- All commercial use of TCA facilities/grounds.

Applies to:

- Day care programs
- Pre-school programs
- Before/After school programs
- Food service programs

Fee Schedule for Community Use of TCA Facilities

Category	I	II	III
	School Affiliated	Community Rate	Commercial Rate
Classrooms	N/C	\$15/hr.	\$20/hr.
Multi-Purpose Rooms (i.e.: TCA-N- 3303/05)	N/C	\$20/hr.	\$30/hr.
TCA-N Cafeteria	N/C	\$20/hr.	\$25/hr.
*Central Campus Gym	N/C	\$30/hr.	\$40/hr.
*East Campus Cafetorium	N/C	\$25/hr.	\$50/hr.
w/Use of Stage	N/C	\$35/hr.	\$60/hr.
*North Campus Gym	N/C	\$35/hr.	\$50/hr.
*North Campus Track (does not include Turf Field)	N/C	\$15/hr.	\$30/hr.
*East Campus Synthetic Turf Field	N/C	\$50/hr.	\$70/hr.
*North Campus Synthetic Turf Field (does not include Track)	N/C	\$75/hr.	\$95/hr.
w/Use of Lights	N/C	\$85/hr.	\$105/hr.

*Gyms and practice fields are rented without any services or equipment

Personnel Fees:

Custodial (outside of normal hours)...\$30/hr.

All rates are hourly unless noted otherwise. On-site manager (if necessary)...\$20/hr.

All facilities will be ready 15 minutes before contract time.

Leasees are expected to vacate leased areas 15 minutes after contract time.

Availability of facilities is based on school use and maintenance requirements. Overtime fees will be charged if facility is not vacated by the specified allowance time. Field use is subject to closure due to overuse, weather restrictions, and/or maintenance. Cafeteria areas must be cleaned as they were found.

Charges will apply if food or liquid are spoiled due to appliance being unplugged.

The Classical Academy Community Use Facility Agreement

Use of TCA facilities requires acceptance of the following conditions as described in TCA policy KF-TCA. Failure to comply may result in the cancellation of any existing rental agreements and denial of future rental requests.

1. The Classical Academy reserves the right to cancel building Community Facility Use Agreements should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer alternate space. Reasonable effort will be made for timely notification when a cancellation is necessary.
2. A TCA employee must be on the premises during the use of any school building by groups that have entered into a Community Use Facility Agreement.
3. Fields may be available for limited and approved community use. This use is subject to cancellation or adjustment due to weather conditions, field conditions, or maintenance operations.
4. Use of the facility is only approved for those activities stated and agreed to on the Facility Use Agreement.
5. No agreement shall be transferred to any person or group other than the one with whom entered. (Subleasing is not permitted.)
6. Payment
 - a. One time rentals- Fee needs to be paid by the day of the event. A \$10 fee will be added for every day the payment is late. Check will be held until day after event, in case of cancellation due to weather or emergency.
 - b. Re-occurring rentals- Fee needs to be paid within 30 days of date on invoice. Failure to make payment within the allotted time will result in a \$20 monthly late fee and possible cancelation of re-occurring contract.
7. All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:
 - a. Exit lights cannot be covered or blocked.
 - b. Open flame (including candles) is prohibited
 - c. Room capacity is not to be exceeded.
 - d. Smoking or the use of any tobacco product is prohibited in all areas of the building and grounds.
 - e. Temporary electrical or mechanical modifications are prohibited however; a re-locatable power strip for temporary use is acceptable.
 - f. Flammable holiday or other decorations are prohibited.
 - g. Stairways, corridors, and entrances/exits must be kept free of obstruction at all times.
 - h. No equipment, scenery, or decorations of any type shall be used within the building or on the premises except as specifically provided in the agreement. Such equipment, scenery, or decorations shall be fire resistant and shall conform to all local, state, and federal regulations governing such equipment and shall not be attached to the walls, floors, or ceilings (except to anchors presently provided).
8. Use or possession of alcoholic beverages and illegal drugs is prohibited. Failure to comply will be reported and dealt with by local law enforcement agencies and will void any/all future rentals.
9. Gambling is prohibited on any school property.
10. All disruptive or illegal activity, including obscene language, quarreling, fighting, or noncompliance with TCA procedures is prohibited and may result in revocation of the Community Facility Use Agreement.
11. The user identified on the Community Facility Use Agreement shall be responsible for any and all

damages and losses whatsoever to the building and/or the contents and shall indemnify and hold harmless the Board of Education and its employees from any claim whatsoever resulting from or arising out of the use of the school facilities named in the agreement or any part of the facilities covered in the agreement.

12. TCA shall not be held responsible for any damage or loss that may occur to non-school property brought on the premises. Such property (as well as rubbish) must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.
13. TCA insurance coverage does not extend to the conduct of community or other groups utilizing school facilities. TCA shall require a certificate of insurance from the user naming the School and District as "additional insured." Minimum coverage required in a general liability policy is \$1 million per occurrence and \$2 million aggregate.
14. All Community Facility Use Agreements shall specify building spaces or fields. It shall be the responsibility of the user to restrict the activities of the group to that specific area except for necessary hallways and restrooms. The user shall pay expenses incurred resulting from non-compliance (such as fire or police response to false alarms). Use of the facility is approved only for those activities stated and agreed to on the Community Facility Use Agreement.
15. Advertising and promotional materials of building users are subject to review by and must comply with policy KHB-TCA.
16. Snow removal from parking areas cannot be guaranteed for non-school sponsored activities. User may arrange for snow removal at their own expense.
17. Notification of cancellation of use must be given at least 24 hours prior to the scheduled use (unless weather related issues are present). If timely notification of cancellation is not given, the user may be assessed a penalty of \$10, plus 10 percent of the agreed fee for the use that was canceled. Repeated or short notification of cancellations may result in denial of further building use.

The user agrees to submit proof of insurance and assumes all liability for any damage, injury, or loss connected with this event. Further, the user will be responsible for the conduct and supervision of all participants associated with the event. **The user also understands that tobacco, alcohol, illegal drugs, and weapons are expressly forbidden on school property.**

By signing below, the user understands these conditions and agrees to comply with the above statements and any other restrictions deemed necessary by the school.

User signature

Date

Administrator Signature

Date