



**DARREN PATTERSON CHRISTIAN ACADEMY**

518. S. SAN JUAN AVENUE PO Box 1243  
BUENA VISTA, CO 81211  
719-395-6046

**Building/Grounds Use Application and Agreement**

Darren Patterson Christian Academy (DPCA, the school, school) enters into this agreement with the following named individual or organization for the use of school facilities as described below:

**I. Organizational/Contact Information**

Individual or Organization Name: \_\_\_\_\_

Brief description of purposes or mission of this organization, including non-profit, for profit, or private status: \_\_\_\_\_

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

Contact Person (Person who will sign this Agreement)

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Someone else associated with the event or request that we could reach:

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

**II. Event Description and Scheduling**

ONE TIME/ONE DAY EVENT

Describe event: \_\_\_\_\_

1<sup>st</sup> Choice Date: \_\_\_\_\_ 2<sup>nd</sup> Choice Date: \_\_\_\_\_

Day of the week: \_\_\_\_\_ Time event begins: \_\_\_\_\_ Time event ends: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Are you charging admission or asking for a donation? \_\_\_Yes \_\_\_No. If yes, who will receive the income from the event? \_\_\_\_\_

RECURRING OR MULTI-DAY EVENTS OR GATHERINGS:

Describe recurring or multi-day event: \_\_\_\_\_

Date Usage Begins: \_\_\_\_\_ Date Usage Ends: \_\_\_\_\_

**(Agreement may not exceed 1 year in duration)**

Day(s) of the week: \_\_\_\_\_ Time usage begins: \_\_\_\_\_ Time usage ends: \_\_\_\_\_

How often? \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other: \_\_\_\_\_

Number of people expected each time: \_\_\_\_\_

Are you charging admission or asking for a donation? \_\_\_Yes \_\_\_No. If yes, who will receive the income from the event? \_\_\_\_\_

### III. Room(s) Requested

Please check all that apply:

	<b>Fee</b>
<input type="checkbox"/> Cafetorium: auditorium set-up. (Seats approximately 300-350 depending on sight lines to stage. School can supply approximately 150 chairs. Food and drink limited to concrete areas). Includes simple PA system if needed.	\$25/hr, max \$75
<input type="checkbox"/> Cafetorium: set-up for meal or dinner theater. (seats approximately 200 for meals, school can supply tables for 200; chairs for 150. If sight lines to stage are not an issue, capacity increases to approximately 275. Food and Drink OK) Includes simple PA system if needed.	\$25/hr, max \$75
<input type="checkbox"/> Gym: <b>athletic/recreation events only</b> . <u>The gymnasium addendum is required if requesting the gym for meeting/concert space</u> . No food, water only. Includes simple PA system if needed. Approx 9600 square feet	\$35/hr, max \$140
<input type="checkbox"/> Classroom(s) (includes white or chalk boards, desks or tables and chairs. Usually seat about 20. No food, water only) Number of classrooms needed: _____	\$25
<input type="checkbox"/> Conference room (seats approximately 12-16. Includes small sink and serving counter, whiteboard. Food and drink OK)	\$30
<input type="checkbox"/> Kitchen	\$30/hr, max \$90
<input type="checkbox"/> Concessions area and equipment	\$30/hr, max \$90

All room requests include access to restrooms and use of playground.

### IV. Additional Equipment/Services Requested

Please check all that apply:

	<b>Fee/Deposit</b>
<input type="checkbox"/> Cafetorium full sound system* ( <b>REQUIRES</b> hiring DPCA technician(s); hourly wage including set-up and cleanup, NO EXCEPTIONS)	\$12.00/hr each, 2 hr. minimum fee
<input type="checkbox"/> Cafetorium theatrical lighting* ( <b>REQUIRES</b> hiring DPCA technician(s); hourly wage including set-up and cleanup, NO EXCEPTIONS)	\$12.00/hr each, 2 hr. minimum fee
<input type="checkbox"/> Computer	\$100 deposit/\$25
<input type="checkbox"/> Multi-media projector	\$100 dep/\$25
<input type="checkbox"/> Projector Screen	No charge (nc)
<input type="checkbox"/> VCR/DVD and TV	nc
<input type="checkbox"/> Overhead Projector	nc
<input type="checkbox"/> Electronic Piano	nc
<input type="checkbox"/> <b>Prepared</b> (not pre-packaged) food will be sold: Does organization have retail food license? ____Yes ____No. If no, food must be catered or DPCA staff must be hired to oversee food preparation and service. Name of person responsible for food sales: _____ Phone (H) _____ (W) _____ (C) _____ Name of caterer: _____	\$12.00/hr each 1 person min., 2 hr minimum fee

**\*PLEASE NOTE: No theatrical lighting services are available in the Cafetorium unless this option is selected. The sound option must be selected in order to use the Cafetorium's built-in sound system. Both these options are subject to technician availability.**

### V. Set-up

- We would like DPCA to have the room(s) and equipment requested set up for us when we arrive. We need the rooms noted above set up, including the following specific requests: **(\$50.00 charge)**
- We will take care of set-up ourselves. We need the following items to be available:

## VI. Clean-up

- The facility must be left clean and in the condition in which it was found, including original setup of furnishings and equipment.
- Users must follow the cleaning instructions attached to this form and posted in the building.
- Users will be billed a janitorial fee of \$20.00/hour for any clean-up work left undone following the event.

## VII. Policy Agreement

- a. Permission to use the facility is not transferable.
- b. All fees assessed are due upon completion of this agreement.
- c. The user(s) are responsible for the conduct of all persons associated with their event and agree to uphold the terms of the this Agreement; policies of the Academy; procedures, rules and regulations pertaining to occupancy and safety; and any other pertinent community ordinances.
- d. Darren Patterson Christian Academy assumes no liability for the use of its building or facilities by other individuals or organizations. Darren Patterson Christian Academy will be held blameless in the event of an accident or lawsuit brought against the applicant by an injured party. DPCA reserves the right to require additional insurance and appropriate documentation from users.
- e. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages or illegal or illegally obtained drugs in the school building or on school grounds . Tobacco use of any kind is also prohibited in school buildings and on school grounds.
- f. The user shall restrict use of rooms, equipment, and furnishings to those specified in this agreement. Users are not permitted in room 301 (Media lab/control) or room 200 (the school offices) under any circumstances. School staff are not authorized to provide additional space, furnishings, or equipment not noted in this Agreement. Patrons or participants shall remain in the authorized area(s) or room(s) and not intrude into other areas of the building.
- g. The baby grand piano in the Cafetorium may not be moved under any circumstances. Users will be billed \$125.00 to re-tune the piano if it is moved. Provision must be made for protecting the piano if events in the Cafetorium might cause damage to it.
- h. Persons using the kitchen must do so in accordance with all the kitchen policies posted.
- i. All food and drink must be confined to the areas specified in this agreement.
- j. No school property may be removed from the premises. Using school equipment off-site requires a separate equipment rental form.
- k. Children under the age of sixteen (16) must be supervised at all times by an adult aged 21 or older. Adult supervision of all minors is required at all times on the playground and in the gymnasium.
- l. Everyone using the gym must wear non-marking athletic shoes. No shoes or equipment that leave marks or scratches the floor are allowed in the gym.
- m. The individual or organization using the building or grounds is responsible for any missing or damaged items that result from the use of the building, grounds, furnishings, or equipment, and will reimburse DPCA for any such loss.
- n. Individuals or organizations that do not fulfill these responsibilities may lose the privilege of using the facilities or be assessed an additional fee for supervision during subsequent use. The DPCA School Board reserves the right to immediately revoke permission for use without refund of fees paid when these policies are violated.
- o. Though every effort will be made to honor the dates specified in this agreement, in the event of schedule changes, unforeseen circumstances, or other causes, the school reserves the right to re-schedule the applicant's event or function if necessary to meet the needs of the school.
- p. Darren Patterson Christian Academy (DPCA) makes no warranty, either express or implied, as to the suitability or fitness of its building, furnishings, or equipment for use by individuals or organizations for the events noted in this agreement.

**VIII. Summary and Signatures**

Set-up by DPCA: \$50.00      Set-up by applicant

Fees Due: \_\_\_\_\_ Deposits Due: \_\_\_\_\_ **Total Due:** \_\_\_\_\_

***Dates cannot be reserved until the total amount noted above is paid.***

Additional Agreements, Fees, Billing:

- 1. A Gym Addendum is attached for a non-athletic event (Applicant initial)       Yes \_\_\_\_\_  No \_\_\_\_\_
- 2. Sound/light technician fees to be billed after the event? (Applicant initial)       Yes \_\_\_\_\_  No \_\_\_\_\_
- 3. Food service fees to be billed after the event? (Applicant initial)       Yes \_\_\_\_\_  No \_\_\_\_\_
- 4. Other terms or conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Applicant initial: \_\_\_\_\_

I agree to uphold and abide by all the terms of this application and policy agreement and any addendums attached. I understand that I/my organization will be billed following the event for

- The services of sound/light technician(s) at the rate of \$12.00/hr each including their set-up and clean-up time if we make use of such services.
- Services of kitchen staff at the rate of \$12.00/hr each including their set-up and clean-up time if we require such services.
- Custodial services at the rate of \$20.00/hour if school staff find the building not properly cleaned.
- Replacement or repair costs for damaged or missing facilities, furnishings, fixtures, or equipment.
- Deposits will be refunded following the event unless billing exceeds deposits.

Representatives of organizations affirm by their signature that they are authorized to sign on behalf of their organization.

**Signature of User:** \_\_\_\_\_ **Date** \_\_\_\_\_

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Office Use Only

DPCA staff signature: \_\_\_\_\_ Date \_\_\_\_\_

Amount Collected : \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_ Cash Verified by \_\_\_\_\_

Copy to applicant     Event(s) on master calendar

Technician(s) notified and scheduled: [name(s)] \_\_\_\_\_  
\_\_\_\_\_

Food service notified and scheduled: [name(s)] \_\_\_\_\_  
\_\_\_\_\_

Exempt tracking: this use is     Section 7 (DPCA)     Section 8 (Exempt)     Section 9 (NExempt)

Total Square feet used: \_\_\_\_\_ Total Time used: \_\_\_\_\_