

Facility Use – User Agreement

Littleton Public Schools

Directions for Facility Use Clients:

- Please initial next to each section, signifying that you have read and agree to terms, conditions, and/or policies listed in that section.
- Please also sign and date at the bottom of page two.
- Please scan and email your signed User Agreement to cwarren@lps.k12.co.us, or send it to the following address:
Littleton Public Schools Planner/Scheduler
5776 S Crocker St
Littleton, CO 80120

1. OBLIGATION OF APPLICANT (Initial _____)

- To comply with all of the rules, regulations, and policies set forth in this agreement.
- To take proper care of the facilities and equipment used and to promptly pay for any damage occurring during the use of same. Clean up before you leave.
- To confine the activities of its organization and all persons in attendance to the rooms and quarters reserved for its use.
- To limit the number of tickets distributed to the seating capacity of the facility reserved.
- To indemnify the school district, its officers and employees, and against all costs, including attorney fees, incurred by the school district, its officers and employees, in the defense of any such actions or claims arising out of or relating to applicant's use of the premises and facilities and to hold the school district, its officers and employees, harmless, whether such claims or actions be rightfully or wrongfully brought or filed against the school district, its officers and employees.
- To not smoke, chew, or use tobacco products in any district building.
- To prohibit the use, possession, sale, giving or exchanging of alcohol, marijuana, other controlled substances, drug paraphernalia, or counterfeit drugs in schools, school district buildings, or on school district grounds.
- To understand that no storage facilities will be provided nor responsibility accepted by the school district for any equipment or materials brought in by any organization using school facilities.

2. SECURITY (Initial _____)

- Person responsible for group must call LPS Security upon arrival (303-347-3420) to identify him or herself. The door will only be opened for the contact named as responsible for the group. The responsible person will remain at the door, ensuring that only people who are a part of the group enter.
- Doors may not be held open for more than 20 seconds. A silent alarm will be sent to the District Security Office if disregarded. The door monitor must direct the traffic in or out in shifts and/or not allow people to converse while the door is open. **If Security receives this alarm, they will dispatch someone to your location and you and/or your organization will be charged a \$75 fee.**
- An adult door monitor must be posted at the door at all times. The Security Department will randomly check for door monitors by using their cameras. More than likely, the coach/group leader will be the first to enter and must wait for the assigned door monitor to station him or herself at the door. When the activity is finished, the coach/group leader should relieve the door monitor and station him or herself at the door until the entire team/group leaves.
- Each group activity in the school is responsible for a door monitor. Only let in the people for your activity, otherwise you will be held accountable. You must keep a copy of your contract and user agreement with you at all times. If an emergency arises or you are locked

out or holding the door open for more than 20 seconds, please call District Security (303-347-3420).

- e. School restrooms or other building access is not available for outside groups using the school grounds. Groups using the interior of a school with a valid contract will only use pre-designated bathrooms.

3. INSURANCE CERTIFICATE (Initial _____)

- a. Insurance certificates for users will be submitted to the Planner/Scheduler at the following address:
Littleton Public Schools Planner/Scheduler
5776 S Crocker St
Littleton, CO 80120
- b. The Planner/Scheduler will not approve any facility use request until a valid insurance certificate is on file and shows coverage through the last date requested.

4. PAYMENT OF FEES (Initial _____)

- a. All fees must be paid at least one week in advance of facility use. Please include invoice number and school with your payment.
- b. Payments should be made to the following:
Littleton Public Schools Planner/Scheduler
5776 S Crocker St
Littleton, CO 80120
- c. Payments will be split at the District office between the General Fund and the individual school's designated account for facility use monies.

5. CANCELLATION, REFUNDS, AND INCLEMENT WEATHER (Initial _____)

- a. The school shall be notified as soon as possible if an event utilizing their facilities will be cancelled.
- b. Refunds will be issued if the cancellation occurs at least one week in advance of facility use.
- c. If cancelled within one week of the event, the user will be charged for the facility rental.
- d. In the event that the District has closed due to inclement weather, a refund will be issued to the user.

6. SWIMMING POOLS (Initial _____)

- a. There must be two (2) supervisory persons at the pool during its use. One of the supervisory persons must be at least twenty-one (21) years of age, and one person must hold a current American Red Cross Water Safety Instructor's Certificate. Evidence of this certificate must be presented at the school prior to approval of this agreement.
- b. The supervision and lifeguard requirements stipulated in paragraph a above apply to a maximum of thirty (30) pool users. For each additional number of fifteen (15) pool users, there shall be at least one lifeguard holding a current American Red Cross Senior Life Saving Certificate.

I have read and agree to the policies, terms, and conditions of facility rentals put forth in this user agreement.

Signature

Date

Organization

Phone Number