

**FACILITY USE REQUEST FOR
THE UNIVERSITY SCHOOLS/FRONTIER ACADEMY
AUDITORIUM**

ORGANIZATION _____

CONTACT PERSON _____

PHONE (H) _____ (W) _____

BILLING ADDRESS _____

REQUESTED DATE (S) OF USE _____

INTENDED USE _____

SIZE OF GROUP _____

REQUESTED TIME OF USE _____

BUILDING NEEDS TO BE OPENED AT _____

BUILDING NEEDS TO BE CLOSED AT _____

SPECIAL EQUIPMENT NEEDS AND INSTRUCTIONS _____

FACILITIES REQUESTED:

- **\$250.00** FOR A 4-HOUR MINIMUM OR **\$500.00** FOR 5 TO 8 HOURS, AFTER 8 HOURS THERE WOULD BE A CHARGE OF **\$50.00** PER HOUR FOR EACH ADDITIONAL HOUR UP TO 12 HOURS.
- CUSTODIAL FEE OF **\$16.50** PER HOUR AND THE CUSTODIAN WOULD REMAIN ON DUTY.
- SOUND/LIGHTING **\$10.00** PER HOUR / PER TECHNICIAN. WE WILL HAVE 2 TECHS ON DUTY AT ALL TIMES.

TOTAL FEE ASSESSED: _____

(over)

THE APPLICANT AGREES TO ASSUME ALL LIABILITY FOR ANY DAMAGE, INJURY OR LOSS CONNECTED WITH THIS EVENT. FURTHER, THE APPLICANT WILL BE RESPONSIBLE FOR THE CONDUCT OF ALL PARTICIPANTS ASSOCIATED WITH THE EVENT. THE UNIVERSITY / FRONTIER SCHOOLS RESERVES THE RIGHT TO REQUIRE THE APPLICANT TO HIRE SECURITY AND CUSTODIAL PERSONNEL FOR SOME EVENTS. THE APPLICANT WILL MAKE PAYMENT PRIOR TO USE UNLESS OTHER ARRANGEMENTS ARE MADE. *TOBACCO, ALCOHOL, ILLEGAL DRUGS, AND WEAPONS ARE EXPRESSLY FORBIDDEN ON SCHOOL PROPERTY.* RENTERS ARE REQUIRED TO PROVIDE UNIVERSITY/FRONTIER SCHOOLS WITH CERTIFICATES OF LIABILITY INSURANCE.

APPLICANT SIGNATURE AND DATE: _____

UPON COMPLETION OF FORM, PLEASE FAX: (970) 339-5631 OR SEND TO FRONTIER ACADEMY • 6530 16TH STREET • GREELEY, CO 80634 ATTN: MARIE MENA. IF YOU HAVE ANY QUESTIONS, PLEASE CALL (970) 339-9153 EXTENSION 7. A FOLLOW UP PHONE CALL TO CONFIRM DETAILS WILL BE MADE AFTER COMPLETED FORM IS RECEIVED.