



# FREMONT RE-2 SCHOOL DISTRICT

## APPLICATION FOR USE OF PUBLIC SCHOOL FACILITIES

Date: \_\_\_\_\_

Organization's Name \_\_\_\_\_

\_\_\_\_\_ Non-Profit \_\_\_\_\_ Profit \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address of Organization: \_\_\_\_\_ Phone #: \_\_\_\_\_

(City, State, Zip Code)

E-mail address (Required): \_\_\_\_\_

I hereby make application for the use of the following school facilities:

\_\_\_\_\_ **FHS** \_\_\_\_\_ **FMS** \_\_\_\_\_ **FES** \_\_\_\_\_ **PES** \_\_\_\_\_ **T&I BUILDING**  
\_\_\_\_\_ **CLASSROOM** \_\_\_\_\_ **GYMNASIUM** \_\_\_\_\_ **AUDITORIUM** \_\_\_\_\_ **CAFETERIA**  
\_\_\_\_\_ **OTHER (Please Specify)** \_\_\_\_\_

**DATES (3 Months Maximum):** \_\_\_\_\_

**TIMES:** \_\_\_\_\_ A.M./P.M. To: \_\_\_\_\_ A.M./P.M.

Please specify any and all needed equipment for event: (i.e. tables, chairs, sound equipment, etc.)

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

A **\$150 security deposit** is required with application. (Deposit amount will be deducted from the final invoice.)

All custodial and cafeteria costs will be included in the final invoice.

Number of adults who will supervise the activity: \_\_\_\_\_

Approximate average number of persons who will attend the event: \_\_\_\_\_

Will an admission fee be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

**Continued APPLICATION FOR USE OF PUBLIC SCHOOL FACILITIES**

It is understood that the school district reserves the right to cancel this use for a specific date, up to two weeks before the date of the event.

**Notification of cancellation:** Organizations must notify Fremont RE-2 between the hours of 8:00 A.M. and 4:30 P.M., Monday through Thursday whenever a function is cancelled. Failure to notify at least 24 hours in advance will result in assessment of charges.

All Fremont RE-2 facilities are in a drug free zone. All tobacco, drugs and alcohol are prohibited. Activities and/or events must follow District policies and state law.

**Hold Harmless Clause:**

“Lessee hereby indemnifies and holds lessor and its agents and employees harmless from all claims and any costs, including attorneys’ fees related thereto, made by any person arising out of lessee’ s use and operation of the leased premises. A liability policy with a limit of \$1,000,000 per individual or occurrence and \$3,000,000 general aggregate shall be carried by the lessee if necessary.

If insurance coverage is necessary, proof of such coverage must be submitted before the event will be scheduled.

If permission for use were granted, I hereby agree to be responsible for the proper observance of the rules and regulations of the **Fremont RE-2 School District**.

The person signing the application form must have authority and ability to pay the monies owed to the school district.

Signature of Applicant: \_\_\_\_\_

Approval of Building Activity Director: \_\_\_\_\_

Approval of Business Manager: \_\_\_\_\_

**\*\*\*RETURN APPLICATION ALONG WITH SECURITY DEPOSIT TO THE ACTIVITY DIRECTOR  
AT THE FACILITY THAT IS REQUESTED\*\*\***



Fremont RE-2 School District  
 403 W. 5th Street  
 Florence, CO 81226

Phone: 719-784-6312  
 Fax: 719-784-4140  
 Email: ldrake@re-2.org

## INVOICE

### Bill To:

### INVOICE DATE:

Type address here or use Mail Merge  
 (under Tools) to automatically address  
 this publication to multiple recipients.

DESCRIPTION	RATE (Non Profit/Other)	HOURS	AMOUNT
Elementary/Middle School Classroom	\$10/\$20 per hour		
Elementary/Middle School Library and/or Cafeteria	\$20/\$40 per hour		
Elementary/Middle School Gymnasium	\$25/\$50 per hour		
Elementary/Middle School Fields / Parking Lots	\$20/\$25 per hour		
Elementary/Middle School Equipment (Sound System/Projectors, Etc.)	\$25 per day		
High School Classroom	\$10/\$20 per hour		
High School Library/Multipurpose Room/Cafeteria	\$20/\$40 per hour		
High School Gymnasium	\$25/\$50 per hour		
High School Auditorium	\$50/\$75 per hour		
High School Commons Area	\$20/\$40 per hour		
High School Auditorium Equipment (Sound System/Projectors, Etc.)	\$25 per day		
High School Theater/Sound Personnel	\$30 per hour		
Custodial Services—As Needed	\$30 per hour		
Nutrition Services Personnel	\$25 per hour		
SECURITY DEPOSIT (DUE WITH APPLICATION)	\$150		
TOTAL			
LESS DEPOSIT			
AMOUNT DUE			

**REMITTANCE:**  
**Fremont RE-2 School District**  
**403 W. 5th Street**  
**Florence, CO 81226**