



Rocky Mountain Academy of Evergreen

Facility Use Request Form

Forward completed form to dkelley@rmae.org 2 weeks prior to your activity

Organization: _____
 Contact Person: _____
 Contact Email: _____ Phone: _____
 Billing Address: _____ City: _____ State: _____ Zip: _____
 Facility Requested: _____ Number of Attendees: _____
 Description of Activity: _____
 Date(s) of Activity (please list all dates requested or attach a calendar with dates marked): _____
 Start Time: _____ End Time: _____

RMAE Facility Use Fee Schedule

Facility	Youth Group ¹	Individual ²	Commercial ³
Field	\$15/hr	\$25/hr	\$52/hr
Classroom	NA	\$30/hr	\$30/hr
Gym	\$25/hr	\$45/hr	\$85/hr
Tables	\$10/event	\$10/event	\$10/event
Sound System	\$30/day	\$30/day	\$30/day
Cust. Overtime	\$35/hr	\$35/hr	\$35/hr
Cust Holiday	\$60/hr	\$60/hr	\$60/hr

¹ie. youth team sport league/no charge for scout groups

²ie. Party Rental

³ie. For-Profit Vendor

Total Hours _____ x hourly rate _____ = \$ _____ + \$250 Damage deposit = \$ _____

Back Ground Check: All persons in charge of activities involving minors must provide their own background check and current clearance prior to the first activity date.

Liability Insurance: Renter must show evidence of a minimum of \$1,000,000 general liability coverage, unless a prior agreement has been made between renter and RMAE. RMAE may at its sole discretion request a certificate of insurance be kept on file with RMAE and that RMAE be named as an additional Insured.

Insurance Company: _____

Insurance Company Phone #: _____

Insurance Policy Number: _____

Policy Expiration Date: _____

The Renter does hereby agree to indemnify and hold harmless RMAE, the Jefferson County Public School District, and their/its successors, heirs, assigns, directors, officers, employees, supervisors, agents, attorneys, and representatives from and against any and all actions, causes of action, claims demands, losses, damages, costs, attorney fees, judgements, liens, indebtedness and liabilities whatsoever, known or unknown, suspected or unsuspected, past, present, or future, with regard to all matters which may arise out of or are in any manner associated with Renter's facility usage.

Renter's Signature _____ **Date** _____

By signing this contract, Renter agrees to the terms and conditions regarding rental and usage of RMAE's facilities

Office use only:

Approved: _____

On Calendar: _____ Key Card: _____

Payment amount: \$ _____ Payment received: _____