



DARREN PATTERSON CHRISTIAN ACADEMY

518 S San Juan Ave., PO Box 1243, Buena Vista, Colorado 81211
www.dpcaweb.org | Phone: 719.395.6046 | Fax: 719.395.2055

FACILITY RENTAL AGREEMENT

GROUP NAME | _____

Primary Contact: _____ Other Contact: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

MAILING ADDRESS: _____

FACILITIES NEEDED:

****Please note: Due to the high demand for use of our building, any changes to your facility use must be called in/emailed and acknowledged by DPCA seven (7) days prior. For example, if you have booked the facility but decide not to use it, you must give us seven days notice or you will be charged. If you require the facility longer than you anticipated, you must contact DPCA to make those arrangements, if those arrangements can be made. By signing this agreement, you acknowledge this requirement. Thank you.**

Gymnasium | Cafetorium | Conference Room | Classroom(s) | Kitchen | Full Facility

DATES: _____

Office Use Only # of days: _____ # of hours: _____

QUOTE: All fees payable in advance, except post-event janitorial fees subject to hourly rate.

PRICE \$ _____ | ADDITIONAL FEES \$ _____ | DEPOSIT \$ _____ = TOTAL \$ _____

INSURANCE Does your group or organization carry insurance? YES | NO

If YES, please provide a copy of your insurance for DPCA.

If NO, then an additional waiver is required by each participant.

ADDITIONAL COMMENTS:

User Signature: _____

Date: _____



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TERMS OF USE

Permission to use the facility, as per the Facility Rental Agreement, is non-transferable to other parties or days/times beyond the scope of agreement. Usage by outside party will void agreement with user and result in termination of contract. All scheduling changes

The user shall restrict use of rooms, equipment, and furnishings to authorized areas as specified in the Facility Rental Agreement. Use shall monitor and prevent patrons or participants from intruding in other areas of the building. No school property may be removed from the premises unless such permission is specifically detailed in the Facility Rental Agreement. Darren Patterson Christian Academy staff are not authorized to provide additional space, equipment, or furnishings not noted in the Facility Rental Agreement without written permission from school administrator and signed by the user.

The user(s) are responsible for the conduct of all persons associated with their event and agree to uphold the terms of the Facility Rental Agreement; policies of Darren Patterson Christian Academy; procedures, rules, and regulations pertaining to occupancy and safety; and any other pertinent community ordinances. Persons using the kitchen must do so in accordance with all posted kitchen policies.

Children under the age of sixteen (16) must be supervised at all times by an adult age twenty-one (21) or older. Adult supervision is required at all times on the playground and in the gymnasium.

_____ 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. Darren Patterson Christian Academy reserves the right to require additional insurance and appropriate documentation from users.

Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages, drugs, tobacco products, or weapons. Smoke is strictly prohibited, as is the presence of animals on premises.

In addition, user(s) of the gymnasium facilities must follow and enforce these guidelines: unless otherwise approved, do not use equipment belonging to Darren Patterson Christian Academy - user must provide their own equipment. Wear only non-marking shoes. No gum, food or drink other than water. No scooters, skateboards, skates, or any other rolling objects that may cause damage to gym floor. Do not tape the floors. Entrance to stage area is strictly prohibited. Do not open or access area beneath the stage.

CLEAN-UP

The facility must be left clean and in the condition in which it was found, including original setup of furnishing and equipment. All furnishings and equipment not of the school must be removed immediately following the event unless alternative arrangements are made with the school office.

Everyone using the gymnasium must wear non-marking athletic shoes. No shoes or equipment that leaves marks or scratch the floor are allowed in the gym.

Bathrooms must be thoroughly cleaned following use. Correct cleaning procedures must be employed.

All food and drink must be confined to the areas specified in the Facility Use Agreement. All floors in areas where food and drink were used must be swept and then wet-mopped using the correct cleaners. Tables, benches, and chairs must be wiped clean.

The gym, all stained concrete floors, and all tiled areas must be dry-mopped following use. Any particular spills / stains / dirt may be cleaned with a slightly damp cloth, but do not wet-mop floors.

All carpeted areas must be vacuumed following use.



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All trash must be disposed of in the proper containers. Containers more than half full must be emptied in the school dumpster.

Users will be billed a janitorial fee of \$20/hr for any clean-up work left undone following the event.

Users may elect to have the school provide cleaning services, which will be detailed on the Facility Rental Agreement, and which will be billed to the user following the event.

WARRANTY FOR USE

Darren Patterson Christian Academy reserves the right to immediately revoke permission for use without refund of fees paid if/when the above policies are violated.

It is recognized that Darren Patterson Christian Academy facilities are intended primarily for the benefit of Darren Patterson Christian Academy students and the educational process and that use by others in the community is an important, but secondary function of the facilities. Therefore, school use of facilities has priority over other community uses and may pre-empt other uses as necessary. Though every effort will be made to construct agreements that do not interfere with either school's or user's functions, all parties to any agreement specifically recognize that in the event of schedule changes, unforeseen circumstances, or other causes, the school reserves the right to reschedule the applicant's event or function if necessary to meet the needs of the school.

SUMMARY STATEMENT

___ I/my organization has thoroughly read & reviewed this document.

___ I/my organization agree to uphold and abide by all terms of this agreement.

___ I understand that I/my organization is expected to leave the facility in a clean condition.

___ I understand that I/my organization will be billed following the event for additional hourly usage beyond scope of agreement; custodial services at the rate of \$20/hr if school staff find the building not properly cleaned; replacement or repair costs for damaged or missing facilities furnishings, fixtures, or equipment.

___ I understand that the following are not permitted in the facility: animals, alcohol, drugs, firearms, knives, fireworks or explosives.

___ I/my organization understands that we will be financially responsible for any damage to the DPCA facility caused by ourselves, or those participating in our event(s).

___ I agree to communicate in a clear and timely manner any scheduling alterations or needs beyond the scope of this agreement and acknowledge that these must be approved before usage and may not be granted due to availability.

User Name: _____

User Signature: _____

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

Date: _____

Staff Signature: _____

Date: _____

Amount Collected: \$ _____ | Check # _____ Cash _____

___ Copy Provided for User

___ Event(s) Submitted to Facility Rental Calendar