

**PEAK TO PEAK CHARTER SCHOOL**

800 Merlin Drive, Lafayette, CO 80026d

303-453-4794 Daniel Seidman, Athletic Director

303-453-4651 Amanda Smith, Athletic Director's Assistant

303-453-4683 fax

**ATHLETIC FACILITY USE REQUEST**

*Please read both pages of this form. Fill out the request completely and print legibly.*

**The Request Process:**

1. We cannot accept your request form without **PROOF OF LIABILITY INSURANCE**. In other words, you must submit the certificate at the same time you submit this form. If you need more information about obtaining liability insurance, please ask.  
Ask your agent for a certificate of insurance with **PEAK TO PEAK CHARTER SCHOOL, PRAIRIE VIEW INC, and BOULDER VALLEY SCHOOL DISTRICT** as additional insureds. Liability min limits of \$1m/occurrence and \$2m aggregate are required.  
*Peak to Peak/Prairie View Inc. 800 Merlin Drive, Lafayette, CO 80026*  
*BVSD 6500 Arapahoe Road, Boulder, CO 80303*
2. If you are requesting multiple dates, please return the school calendar with your event's dates circled. (The school calendar is available on the Peak to Peak website.)
3. Attach your organization's brochure, information sheet, or flyer.
4. Complete and return this request form with insurance documentation to Peak to Peak by email, mail or in person. (Please be as specific and accurate as possible.)
5. All requests require a minimum of (7) seven days to process and will be done in order of the start date.
6. You will be notified by e-mail or telephone when your permit is ready to be signed and paid for. An officer or director of the entity must sign the Facilities Agreement and the Facility Use Permit.

**Please Note:**

- School activities take priority; events may be cancelled due to school activities
- Youth activities take priority
- All permits must pay 50% of total rental in advance of start date
- One a permit is processed, a \$25 fee will be charged for any change initiated by the user

- If a user requests to cancel a signed permit, the following cancellation fess will be charged based on dollar amount of rental permit as follows:
  - If total fee for cancelled space is less than \$25, no refund will be issued.
  - If total fee for cancelled space is between \$25-\$100, a \$25 charge will be assessed
  - If total fee for cancelled space is over \$100, 25% of the cancelled amt. will be charged
- A building monitor at \$25/hour will be required per date/time for indoor spaces
- Gym rentals and Field rentals must be pre-approved by Athletics Director
- Baseball/Softball Field Requirements: Mandatory field preparation fee of \$35 per game. Bases included for \$25 per day, or bring your own.

**ALL FACILITY USE PERMITS ARE SUBJECT TO CANCELLATION**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_(H)\_\_\_\_\_ (W)\_\_\_\_\_ (cell)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Activity: \_\_\_\_\_

# of Youth Attendees: \_\_\_\_\_ # of Adult Attendees: \_\_\_\_\_

Are you charging a fee for this group? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how much? \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Day(s):

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday Time:

(Please remember to include set up and clean up) \_\_\_\_\_

Type of Space Required: HS Gym \_\_\_\_\_ MS Gym \_\_\_\_\_ Elem Gym \_\_\_\_\_ Field \_\_\_\_\_  
Auditeria \_\_\_\_\_