



Rocky Mountain Academy

Building Use Request Form

All requests must be submitted 2 weeks prior to your activity or event.

Organization: _____

Contact Person: _____

Contact Email: _____ Phone: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Room(s) Requested: _____ Number of Attendees: _____

Description of Activity: _____

Date(s) of Activity (please list all dates requested or attach a calendar with dates marked): _____

Event/Activity Start Time: _____ Event/Activity End Time: _____

Rental fees & Refundable Damage Deposit - will be charged to all organizations. These fees and deposit should be paid directly to RMAE prior to the first activity date. Payments may be made per semester for activities meeting throughout the school year. Additional Charges may be imposed if loss or damages occur to RMAE property, fixtures and supplies.

Hourly Room/Table Rental:

• Outside Non-Profit groups	\$10/per hour
• Outside Profit-making groups	\$20/per hour
• Refundable Damage/Cleaning Deposit	\$250/organization
• Informational Tables	\$10/per event/day/night

Hours _____ x # of days _____ = Total Hours _____

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: _____ Disapproved: _____ Director's Signature: _____

Restrictions: _____

Payment amount: \$ _____ Payment received by: _____