



# Rocky Mountain Deaf School

10400 W Nassau Ave, Denver CO 80235

Videophone: 720-961-9200 Phone: 303-984-5749 Fax: 303-984-7290

Email: [info@rmds.co](mailto:info@rmds.co) [www.rmds.co](http://www.rmds.co)

**\*All requests must be submitted directly to the school/facility. Please email Janet Turnmeyer at [JTurnmeyer@rmds.co](mailto:JTurnmeyer@rmds.co)**

Please be sure to read the contract agreement on the next page before you fill out this form. A Building and Facility Use request must be made to each location for all activities before and after regular school hours.

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

Type of Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**(All contracts and invoices will be sent via email)**

Room/Field Requested: \_\_\_\_\_

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

Number of Attendees: \_\_\_\_\_

Equipment/Set up Needed: \_\_\_\_\_

**\*\*PLEASE REVIEW TIME CAREFULLY! ALL TIME WILL BE BILLED WITHOUT 24 HOUR CANCELLATION NOTICE TO THE SCHOOL\*\*  
You must also notify our Business Manager at [atalbert@rmds.co](mailto:atalbert@rmds.co) or 303-984-5749 for cancellations.**

Dates and Times Requested					
Date(s)	Day(s)	Set-Up Time (Optional)	Event Start Time	Event End Time	Teardown Time (Optional)
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.

Date Received: \_\_\_\_\_ Approved? \_\_\_\_\_ Admin Signature: \_\_\_\_\_

# CONTRACT AGREEMENT

The Rocky Mountain Deaf School agrees to rent specific areas of its facility to selected individuals or groups for any purpose consistent with the Rocky Mountain Deaf School philosophy. The facility manager and the business manager will maintain mutual responsibility for the administration of a policy of facility utilization as established by the Director.

## 1. Rental Location

- a. Locations available for rental shall include gymnasium, cafetorium, conference room, and selected classrooms.
- b. Permits issued for the use of the gymnasium do not include the use of apparatus or equipment unless specifically stated.
- c. Kitchen facilities may be rented in conjunction with other locations only when specified in contractual agreements.

## 2. Scheduling and Cost

- a. The use of facilities by non-school groups shall not conflict with any schedule of Rocky Mountain Deaf School, its faculty, staff, or students. Rocky Mountain Deaf School may have an event that will require the rescheduling or cancellation of your event with two weeks advance notice.
- b. Rental rates may be adjusted in consideration of electric power, water, maintenance, wages, and benefits.
- c. Custodial services, if required, will be charged in addition to the fees listed (see Building Use Fee form) at a rate of \$25 per hour. (ie: removal of snow is considered a custodial service).
- d. The sponsoring group shall assume financial responsibility for any damage incurred to the building or furnishings during use.
- e. The use of Rocky Mountain Deaf School by non-school groups is not available during holidays (Fall Break, Thanksgiving Break, Winter Break, Spring Break, Memorial and Labor Days, President Day, etc.)

## 3. Supervision

- a. An employee or representative of the Rocky Mountain Deaf School must be on the premises for the duration of the rental period.
- b. The lessee must designate a member of the group to be responsible for the entrance and exit of all participants.

## 4. General Rules regarding Rental

- a. Renting groups or organizations must submit a certificate of insurance indicating the general liability insurance they carry, and naming Rocky Mountain Deaf School as an additional insured for the rental period.
- b. PLEASE no food or drinks in the gym; water is OK.
- c. No food or drink may be served to any group unless specific contractual arrangements have been approved by the facility manager.
- d. Renters requiring special services and/or equipment must request specific arrangements in writing at the time of application.
- e. All facilities must be left clean and in good order at the close of the contract period. The furniture must be returned to its original position.
- f. Rocky Mountain Deaf School will not permit the use of its name in the solicitation of funds for the support of programs not authorized or sponsored by the school. Nor does use of its facility imply general endorsement of the organization involved in its use.
- g. No smoking is permitted within the school building. No illegal substance is permitted on school property. Alcoholic beverages are NOT PERMITTED.
- h. Non-compliance with any of these rules and regulations may result in immediate cancellation of the contract agreement.
- i. The Rocky Mountain Deaf School assumes no liability for loss by any cause, including, but not limited to, theft or damage, to any equipment, furnishings, or other personal property belonging to the renters or to their officers, employees, or invitees.
- j. Renters shall not make any alterations or improvements to any facilities without the express written consent of Rocky Mountain Deaf School, which consent may be granted or withheld in the sole discretion of RMDS.