

Clear Creek Recreation District

Facility and Equipment Request Application

Applicant Information

DATE: _____

FACILITY/EQUIPMENT TO BE USED: _____

PERSON OR ORGANIZATION MAKING REQUEST: _____

PERSON RESPONSIBLE DURING EVENT (must be over 18): _____

ADDRESS: _____

CONTACT NUMBER: _____ EMAIL: _____

Event Information

NAME OF EVENT: _____

EVENT START DATE: _____ EVENT END DATE: _____

DAY(S) OF EVENT: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

EVENT START TIME: _____ EVENT END TIME: _____

SCHOOL RELATED EVENT: _____ ESTIMATED ATTENDANCE: _____

EVENT DESCRIPTION: _____

SPECIAL REQUESTS: _____

IS A FEE BEING CHARGED FOR ENTRY? _____ HOW MUCH? _____

WILL FOOD BE AVAILABLE FOR SALE? _____ WHAT TYPE? _____

Terms and Conditions of Use

1. A non-refundable fee of \$_____ will be charged for building use.
2. All users shall exit the building by 10:00pm unless CCRD manager gives authorization for extended hours.
3. Food is limited to certain areas.
4. NO alcohol, smoking, or controlled substances OR person(s) under the influence of alcohol or controlled substances are allowed on school properties.

5. School administrators and CCRD Manager have access to facilities at all times.
6. The person who signs the application is solely responsible for the care and protection of the building and equipment. This person must see that the building is left in the same or better condition after the event than before the activity.
7. The CCRD Manager may cancel scheduled activities at any point in time.
8. The CCRD may revoke privileges of outside groups at any time for just cause.
9. Buildings will not be committed to outside groups for extended periods of time.
10. The CCRD does not assume liability for accidents or theft during outside group use.
11. All participants must abide by CCRD rules as posted. For special events, additional rules may be provided and enforced by the manager.
12. If outside equipment is being brought into the building, the intended use must be pre-approved by the CCRD manager.
13. Groups must confine themselves to the area of the building they have permission to use during the event.
14. Adult supervision is required for all activities.
15. Do not leave children unsupervised in the facility.
16. Always leave the facility as clean as or better than when you arrived.
17. Report any accidents or damage to the CCRD manager immediately following the event. The user (adult responsible for event) may be financially responsible for property damage, vandalism, etc. that occurs during the event and is a result of abuse or neglect by participants.
18. Do not allow anyone other than your immediate group in the building.
19. At the discretion of the CCRD manager, a key may be issued for events. The user (adult responsible for event) is personally accountable for the keys issued and may not give the key to any other individual. Keys may not be duplicated and are the responsibility of the user. Lost keys will be replaced and the user will cover the cost.

I, _____, have read and understand all terms and conditions of use for the CCRD facilities. I accept responsibility as the primary "user" for this event and will abide by all CCRD rules.

Signature of User/Applicant

Date

CCRD Manager will give approval for event/building use upon completion of the application. Please call Sarah Walker at 480-980-0600 with questions and concerns.

Signature of CCRD Manager

Date