

Jefferson County School District R-1: Building and Facility Use Request Form

Organization: _____
 Type of Organization: _____
 Contact person: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone 1: _____ Phone 2: _____
 Email Address: _____

(An email is now required to send out contracts and permits)

School Name: _____
 Number of Attendees: _____

I have read and understand the guidelines for use of the Mt. Evans OELS facility.

The applicant does hereby agree to indemnify and hold harmless Jefferson County School District No. R-1, its officers, employees and agents, from and against all liability, claims and demands on account of injury, loss or damage, or any other loss of any kind whatsoever which arise out of or are in any manner connected with this event. Applicant agrees to be legally and financially responsible for the conduct and control of both patron and participant and to comply with all federal, state and local laws and the Jefferson County School District R-1 Board of Education policies relative to community use of district property.

 Signature Date

Office use only: ____ Approved ____ Disapproved

Dates and Times Requested

Date	Day	Arrival Time	Departure Time
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.

Meals:

Please see attached list for complete information on accommodations and amenities.

Facilities Requested:

- | | |
|---|--------------|
| <input type="checkbox"/> Astronomy Center | Notes: _____ |
| <input type="checkbox"/> Dining Hall | Notes: _____ |
| <input type="checkbox"/> Rec. Room | Notes: _____ |
| <input type="checkbox"/> Forestry Bldg. | Notes: _____ |
| <input type="checkbox"/> Wildlife Bldg. | Notes: _____ |
| <input type="checkbox"/> Barn – Upper/Lower | Notes: _____ |

Bunkhouses:

- Susan
- Rosalie
- Warren
- Epaulet
- Spalding
- Dodge Lodge

Special Requests: _____

Purpose: _____

Date received: _____ Date entered: _____

Name of approved District staff member responsible (host) for facility: _____

Restrictions: _____

Principal/Administrator Signature: _____