

REGIS
JESUIT
HIGH SCHOOL

FACILITY & FIELD

RENTAL GUIDE

CONTENTS

Reservation Guidelines	2
Rental Guidelines	3
Indoor Facility Fee Schedule	4
Athletic Field Fee Schedule	5
Facilities Use Request Form	6
Cafeteria Use Request Form	7
Contacts	8
Facilities Map	9

Guideline for the Reservation of Regis Jesuit High School Facilities

Regis Jesuit High School facilities are available to our alumni, parents, and community members. This guide provides you with Regis Jesuit's event and field reservation process, detailing the guidelines and regulations associated with your reservation. Your compliance with these policies will help to ensure that you and your group have a safe and positive rental experience.

Contact the Facilities Coordinator to confirm availability of indoor facilities, or the Boys Division Athletic Director to confirm availability of outdoor facilities.

Any individual or group requesting the use of Regis Jesuit facilities is required to complete a Facility Request Form and provide proof of liability insurance naming Regis Jesuit as an additionally insured in a minimum amount of \$1,000,000 in advance of their event. Liability insurance is required whether or not a rental fee is assessed. By reserving the facility, the group shall enter into an agreement with Regis Jesuit, the Board of Trustees, and any agents, representatives, or employees of any of these bodies, free of any liability incurred in connection with use of the facility. By reserving a facility, the group shall also bind itself to indemnify Regis Jesuit for any property damages other than normal wear. Please keep in mind that requests received less than two weeks in advance do not allow enough time for the coordination of support services as demanded by Regis Jesuit. Regis Jesuit reserves the right to substitute facilities and/or cancel arrangements at its discretion to give preference to programs of Regis Jesuit.

Fees will be assessed to all groups whose primary purpose is anything other than directly serving the constituency of Regis Jesuit. Fees may be negotiated, if in the judgment of the school, the program or event will benefit the mission of Regis Jesuit. Facility Use Fees apply only to the reserving of a specific space and do not include additional costs of support services when necessary. Exceptions to fees may be made by the school President or division Principal.

Any event may be subject to service fees for staff and equipment that provide support for the event. The Operations Manager will determine the type and level of support required for an event based upon the information provided by the requestor. The decision of the Operations Manager is final. In general, only school personnel may be utilized for support of the event as it relates to the facilities and other areas directly related to the campus unless prior approval is given through the Operations Office. In the case of a particularly large or complex event, a separate contract may be written to outline the specific duties and responsibilities of each party. All contracts will be reviewed by the Operations Manager, Facilities Manager, and President.

An event will be deemed approved upon the completion of a Facilities Request Form by the Operations Manager outlining all requested services and facilities for a specific event. Proof of liability insurance must be made prior to the final approval of the Premise Use Agreement by any outside agency.

The school reserves the right to restrict or refuse activities that may be deemed a risk to the health and/or safety of participants or the mission of Regis Jesuit. The school reserves the right to require the presence of public safety officers at any event. The cost and reservation of these officers is entirely the responsibility of said renter and any event may be cancelled upon the realization that contracted public safety officers are not present. All campus buildings are secured after normal working hours and weekends and access to them will be controlled by school personnel.

Rental Guidelines

Reservations are for contracted area only. Please contain your event to specified area.

Food and drink are only allowed in the cafeteria unless other arrangements are made with the Operations Manager.

The sale of alcoholic beverages is prohibited.

The consumption of alcoholic beverages is prohibited without the consent of the school President and is only granted on special occasions.

Tobacco use is prohibited on school property.

No weapons of any kind are allowed on school property.

Games of chance and activities defined as gambling by state statutes are illegal and strictly prohibited on school property.

Behaviors including but not limited to obscene language, quarreling, fighting, or noncompliance with school regulations are prohibited and may result in the revocation of the rental agreement.

All vehicles are to remain on paved roads at all times.

All doors must be secured upon the conclusion of the rental time.

The assigned Cafeteria Manager must also approve any arrangements including the use of the kitchen.

Setups for special events requiring the use of extra or different arrangement of tables or chairs must be arranged through the Facilities Manager. For most events, the facility will have to be used in "as is" condition.

The use of chapels is strictly reserved for religious purposes only.

Additional costs may be incurred for waste removal and will be determined by the Facilities Manager.

Arrangements for use of athletic facilities must first be approved by the Boys Division Athletic Director.

Audio/Visual Equipment is only available for Regis Jesuit activities.

Indoor Facility Rental Fee Schedule*

Regis Jesuit High School

All costs are based per hour, with a minimum of 3 hours.

<u>Facility</u>	<u>Tier I</u>	<u>Tier II</u>
Classroom	\$14	\$21
Library	\$30	\$45
Cafeteria	\$30	\$45
Gymnasium	\$60	\$90
Chapel	\$250	
Theatre (additional hourly rate \$100)	\$800 (each rental day)	\$1200 (each rental day)
Technical Staff	\$45/hr.	\$45/hr.
Custodial Staff	\$40/hr.	\$40/hr.

*Rates subject to change.

Tier I	Any school activity directly sponsored by Regis Jesuit High School
	Any group or organization directly affiliated with the school
	Not for profit groups including Civic, Religious and cultural organizations
Tier II	For Profit Institutions and Business – subject to approval

Athletic Facility Rental Fee Schedule

Regis Jesuit High School

Field Rentals

Stadium	Youth	Non Profit	Commercial
----------------	--------------	-------------------	-------------------

w/ Lights per hour	\$30.00	\$150.00	\$200.00
w/o Lights per hour	\$30.00	\$100.00	\$125.00
Regis Supervisor per hour	\$25.00	\$25.00	\$25.00
Locker Rooms	\$25.00	\$50.00	\$75.00
Scoreboard Operator /hr.*	\$25.00	\$25.00	\$25.00
Damage Deposit	\$500.00	\$500.00	\$500.00

Lower Field	Youth	Non Profit	Commercial
--------------------	--------------	-------------------	-------------------

Rental	\$30.00	\$75.00	\$100.00
Regis Supervisor per hour	\$25.00	\$25.00	\$25.00
Damage Deposit	\$250.00	\$250.00	\$250.00

Baseball Field (JV)	Youth	Non Profit	Commercial
----------------------------	--------------	-------------------	-------------------

Rental	\$30.00	\$80.00	\$100.00
Damage Deposit	\$250.00	\$250.00	\$250.00

Swimming Pool	Youth	Non Profit	Private Party
----------------------	--------------	-------------------	----------------------

Rental	\$30.00	\$30.00	\$60.00 1 st hr.; \$30.00 per hr. there after
Guards (2) per hour**	\$10.00	\$10.00	\$10.00

* Scoreboard operator provided only if requested and only if personnel are available **
Guard certification must be provided if guards not provided by Regis Jesuit

Damage deposits are charged for damages and clean up fees.

Renters must clean facilities after use or fees of \$100.00 per hour will be charged and deducted from deposit.

Deposits will be refunded once event is complete and facility is deemed acceptable. Refund of deposits could take up to 1 month.

Facilities Use Request Form Regis Jesuit High School

PLEASE COMPLETE AND RETURN TO FACILITIES COORDINATOR AFTER
FACILITY AVAILABILITY HAS BEEN CONFIRMED.

Facility Requested:

Organization Making Request:

Organization Contact:

Name: _____

Daytime/Cell: _____

Email: _____

Address: _____

Date (s) Requested: _____

Time (s) Requested: _____

Activity Requested: _____

Estimated # of Participants: _____

Special Requests for Rental:

**CERTIFICATE OF LIABILITY REQUIRED WITH SUBMISSION OF FACILITY
REQUEST.**

Date of Request: _____ Approved by: _____

**Please submit a copy of this Facilities Use Request Form and a copy of the signed contract
to the Facilities Coordinator.**

REGIS JESUIT HIGH SCHOOL CAFETERIA USAGE & SET-UP
PLEASE COMPLETE AND RETURN TO THE FACILITIES COORDINATOR

EVENT: _____

CONTACT PERSON: _____ PHONE: _____

DATE OF EVENT: _____ TIME: _____ TO: _____

MAINTENANCE REQUIRED (please check):

- _____ Sweep Floor
- _____ Wet Mop Floor
- _____ Polish Floor
- _____ Clean Entrance
- _____ Clean Restrooms
- _____ Empty & Reline Trashcans

MAINTENANCE SET-UP REQUIRED (create your set-up diagram on back)

- _____ # Round Tables
- _____ # Rectangular Tables
- _____ # Chairs
- _____ # Chairs Per Table
- _____ # Cafeteria Tables

BUILDING SECURITY:

- _____ Yes, I will secure the building
- _____ No, I will not secure the building (two weeks' notice required)

OTHER:

1. You are responsible for cleaning all tables and picking up trash on the floor after your event.
2. One (1) week notice is required for weekday use (Monday thru Friday).
Two (2) week notice for weekends (Saturday/Sunday), Holy Days, non-school days, and school vacations is required and must have approval of Operations Manager.

IF YOU PLAN TO USE THE KITCHEN, PLEASE MAKE ARRANGEMENTS WITH THE CAFETERIA MANAGER **AFTER** APPROVAL FROM THE FACILITIES COORDINATOR.

Approved by _____ Date _____

Approved by _____ Date _____

Contact Information:

Facilities Coordinator: Mark Sarna

msarna@regisjesuit.com

(303) 269-8128

Facilities Manager: Ben Teeples

bteeples@regisjesuit.com

(303) 269-8053

Boys Division Athletic Director: Kelly Doherty

kgdoherty@regisjesuit.com

(303) 269-8030

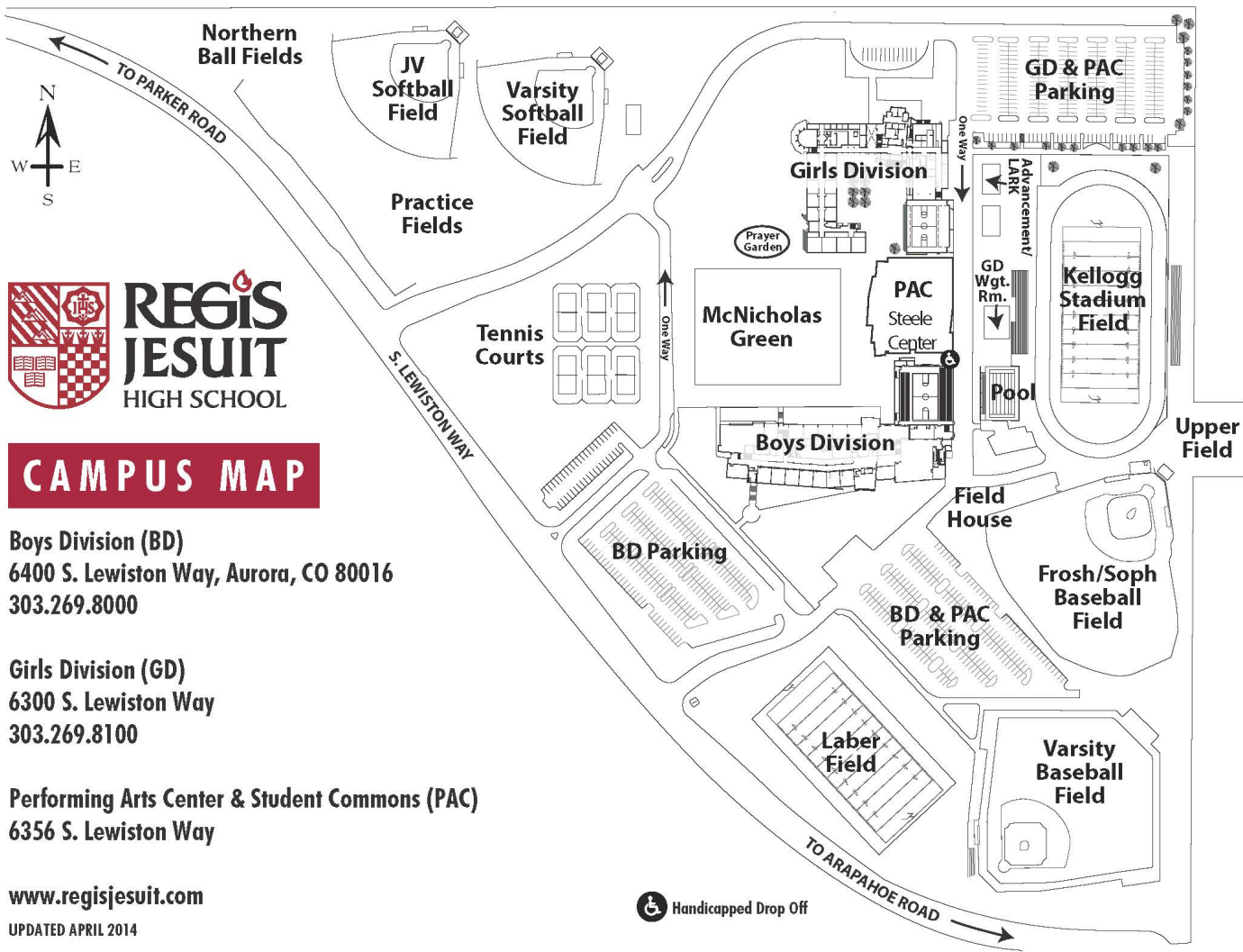
Regis Jesuit High School

Boys Division-6400 S. Lewiston Way

Girls Division-6300 S. Lewiston Way

Aurora, CO 80016

www.regisjesuit.com



CAMPUS MAP

Boys Division (BD)
 6400 S. Lewiston Way, Aurora, CO 80016
 303.269.8000

Girls Division (GD)
 6300 S. Lewiston Way
 303.269.8100

Performing Arts Center & Student Commons (PAC)
 6356 S. Lewiston Way

www.regisjesuit.com
 UPDATED APRIL 2014

Handicapped Drop Off