

FOR USE WITH COLORADO GOVERNMENTAL ENTITIES ONLY

**University of Colorado at Boulder
Student Recreation Center Facility License
License Number _____**

This license, dated ____ / ____ / ____, is entered into between The Regents of the University of Colorado, a body corporate, contracting on behalf of the University of Colorado at Boulder, Department of Recreation Services, Student Recreation Center, Campus Box 355, Boulder, CO 80309 (Licensor) for the facilities referred to below, and

(Licensee)
whose address is

Licensor hereby licenses to the Licensee the use of the Licensor's

(Facility Requested)

When will this facility be used?

DAY _____ DATE _____ TIME _____

DAY _____ DATE _____ TIME _____

DAY _____ DATE _____ TIME _____

NAME OF EVENT _____

EXPLAIN ACTIVITY IN FULL: _____

SEMESTER: FALL SPRING SUMMER 20__

Contact Person _____

Title/Position _____

Address _____

_____ Zip _____

(Phone) _____

(Fax or Cell) _____

Second Contact Person: _____

(Phone) _____

Approximate Number of People _____

Admission/Participation Fee? YES NO

Refreshments? YES NO

Beer/Liquor Present? YES NO

Sold ? YES NO Given Away? YES NO

Alcohol Permit Applied for: _____ / _____ / _____

Is This Event :

Open to General Public? YES NO

Open to Rec Center Members? YES NO

Closed to Group Only? YES NO

SPECIAL INSTRUCTIONS TO GROUP: Clean area when finished. Regarding fields, don't use them if they are so wet that use will cause damage, and avoid sprinkler lines.

Additional Terms of License

1. Licensor licenses the facility "as is." Licensee is responsible for examining the facility prior to use. Licensee shall communicate any hazards, irregularities or other dangerous conditions to Licensor and participants. Licensee agrees to provide adequate on-site supervision for all activities.

2. Licensee agrees to clean and return the licensed facility in the same condition that it received it, normal wear and tear excepted. If not, Licensee will be charged, and agrees to pay the clean up and repair costs.

3. Licensee agrees to be responsible for and hold harmless Licensor, its officers, administrators, agents, employees and students from any and all, damages, claims and demands, to the extent that such damages, claims and demands are alleged to have resulted from the acts or omissions of Licensee, its officers, employees, and authorized agents. Nothing herein shall be interpreted as a waiver of governmental immunities conferred by law. The parties hereto shall first attempt to informally resolve any disputes arising hereunder.

4. Licensee agrees to carry insurance that meets the minimum guidelines as set forth by the University Risk Management office, and shall furnish Licensor with a current certificate of insurance evidencing such coverage no later than _____ days before the event. Certificate Holder address should read: Board of Regents of the University of Colorado, University Risk Management, 1800 Grant Street, Ste. 700, Denver, CO 80203-1187

5. The signature below by Licensor's Recreation Center Scheduling Coordinator only indicates that the facility has been temporarily RESERVED to Licensee for the date and hour specified above. This License does not become binding upon Licensor until it has been signed and dated by Licensee's authorized agent, the Recreation Center Scheduling Coordinator, and those persons designated on the Licensor's signature page and approval checklist.

6. The amount of the License Fee \$_____ and Facility Maintenance Fee \$_____ are made payable to "The University of Colorado." The License Fee does not include clean up and repair charges that Licensee may incur and agrees to pay.

7. The signed license is due at the Recreation Center Room 110 by _____ or this license is null and void.

8. The License Fee payment is due at the Recreation Center Room 110 by _____ or this license is null and void.

In witness thereof, the Licensor and the Licensee have caused this license to be executed as of the dates indicated below by their duly authorized agents.

(Licensee)

By _____, Authorized Agent

TITLE _____ DATE _____

The Regents of the University of Colorado, a body corporate,

(Licensor) We are tentatively holding the space pending all required signatures:

By _____ Date: _____

John.Meyer@colorado.edu, Recreation Center Scheduling Coordinator
phone: 303-492-7287, Fax: 303-492-7430 cell: 303-906-3127

APPROVAL CHECKLIST for Licensee _____ :

Event Date and location: _____

- YES OK RISK MANAGEMENT— Carolyn.Peet@CU.edu, 303-735-5900,
fax 303-492-1911, RL-2 1540 30th St. Box 587
Date_____ signature_____
- YES OK ENVIRO HEALTH—Brandon Boger or Tim Lockhart, 1000 Regent Dr, 413 UBC,
phone 303-492-6025
Date_____ signature_____
- YES OK STUDENT FINANCE OFFICE – Norman.Skarstad@colorado.edu, UMC 231,
phone 303-492-6366, fax x2-2522
Date_____ signature_____
- YES OK NON-ACADEMIC SCHEDULING -- UMC 140, ph 303-492-8833, fax 2-4327
Date_____ signature_____
- YES OK PARKING MANAGEMENT- Ellen.Hedrick@colorado.edu (Sissy), 1050 Regent Dr,
ph 303-735-2958, fax2-6116
Samuel.Patterson@Colorado.edu 303-735-0438
Date_____ signature_____
- YES OK CAMPUS POLICE --Mark Heyart, 502 UCB, 1050 Regent Drive, 303-492-8168
Date_____ signature_____
- YES OK CONCERTS & CULTURAL -- Joan Braun, Music C101-CB301, 303-492-7425
Date_____ signature_____
- YES OK ATHLETIC FACILITIES -- Karl Eggert, Coors Events Ctr., 303-492-5318
Date_____ signature_____
- YES OK GROUNDS DEPARTMENT – Ryan.Heiland@colorado.edu, Stadium 1B32, 303-492-4955
Date_____ signature_____
- YES OK FACILITIES MGT SERVICE CENTER – Lisa Bechard, Stadium 32, 303-492-6501
Date_____ signature_____
- YES OK ASST to VICE CHANCELLOR- Maren Additon, Regent 307, 303-735-2334, fax2-3267
Date_____ signature_____

Completed and signed license form accepted at the CU Rec Center Scheduling office
YES OK

By _____ Date: _____

John.Meyer@colorado.edu, Recreation Center Scheduling Coordinator 110 Rec Center
phone: 303-492-7287, Fax: 303-492-7430 cell: 303-906-3127