



Customer Support Center  
Poudre School District  
2445 LaPorte Avenue  
Fort Collins, CO 80521  
(970) 490-3333  
[csc@psdschools.org](mailto:csc@psdschools.org)

## Acknowledgement of Receipt

Acceptance of this agreement binds the User to all conditions of facility use as set forth by [District Policy KF – Use of District Facilities](#) and the District’s [Facility Use Guidelines](#). To the extent allowed by law, the person and/or organization agrees as a part of the application to indemnify the and hold harmless the District and the District’s Board, employees, representatives, and agents for any damage to school property by any person or persons attending the activities and also to hold the District harmless for all responsibility for any and all liability arising from any suit, action, grievance, charge or proceeding brought in connection with or related to the activity of the use permit granted to the person or organization.

User shall carry general liability policy written on an “occurrence” basis with limits of no less than \$1 million per occurrence and \$2 million aggregate and shall furnish the District with a Certificate of Insurance naming Poudre School District as an additional insured. District facility use shall at all times be subject to compliance with all governing laws and all applicable District policies and regulations, including, but not limited to, District policy ADC – Tobacco-Free District. The use or possession of alcohol and/or illegal drugs by any person at a district facility is prohibited.

**The undersigned acknowledges that they have read District policy KF – Use of District Facilities, the District’s Facility Use Guidelines, and have reviewed the Event Detail Report, including event dates, times, and fees. The Facility Use Permit may be suspended or revoked for cause if District policies are violated or, if in judgment of the building staff, the user interferes with providing educational services. Users shall provide the District with at least two (2) business days written advance notice of cancellation of their scheduled facility use. Cancellation charges may be assessed against users who fail to provide this required notice.**

**A Facility Use Permit will not be issued until a signed copy of this receipt is returned to the Customer Support Center at [csc@psdschools.org](mailto:csc@psdschools.org) or 2445 LaPorte Avenue, Fort Collins, CO 80521 a minimum of 10 days prior to the event start date.**

Recipient’s Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_