



Aspen Academy Facility Use Guide



aspenacademy.org

THE PROCESS

1. Complete Facility Request Form, include a general Certificate of Liability Insurance proving coverage.
2. Facilities Director will set an appointment to meet with renter and discuss the event.
3. Approval of Request will be sent via email with Formal Contract/ Use Agreement. If request is denied we will tell you why we could not approve your request.
4. Drop off signed Contract/Use Agreement and remit Damage Deposit and/or Security Deposit (if applicable) within 3 days of approval.

THE EXPERIENCE

Aspen Academy offers our space for use for community events. We have a variety of spaces, from our outdoor turf field to our state-of-the-art commercial kitchen and Community Center, available to host groups from 10 to 900 people.



THE FACILITIES

Auditorium

Newly renovated in the summer of 2018, the Aspen Academy Auditorium seats 900 in theatre style seating. The space includes state-of-the-art sound booth technology, curtains and acoustic treatments for natural amplification.

Stage Dimensions: 45' width, 28' front to back
Seating Capacity: 900

Rental Fee: \$250/hour

Excessive Cleaning Fee: \$200/hour

Additional Options + Fees

Facilities Staff on Site	\$35/hour
Lighting or Sound Tech	\$35/hour
Cross Walk Attendant	Call for Details
Cafe Area	\$50/hour
South Parking Lot	\$100/hour
Room Set Up + Tear Down	\$35/hour
North Lot Snow Removal After Hours	\$500
South Lot Snow Removal After Hours	\$300
Security Deposit	25% of Total Fees
Damage Deposit	\$500/event
Excessive Cleaning Fee	\$200/hour



Turf Field

The turf field is a great event space for soccer, sports, games, parties, and more!

Rental Fee: \$30/hour

Additional Options + Fees

Aspen Supervisor (If needed)	\$35/hour
Damage Deposit	\$250/event



Community Center

Renovated during the summer of 2019 our Community Center features a stage, and cafeteria seating or chairs are available.

Seating Capacity: 150

Rental Fee: \$60/hour

Additional Options + Fees

Aspen Supervisor (If needed)	\$35/hour
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Classrooms

Choose from a variety of classrooms.

Rental Fee: \$30/hour



Gym

Our gym is newly remodeled as of fall 2022. It's your go-to space for volleyball and basketball games and other group gatherings. State-of-the-art sound system and scoreboard are available with the addition of a technician.

Rental Fee: \$40/hour

Additional Options + Fees

Aspen Supervisor (If needed) \$35/hour

Sound/Scoreboard Technician \$35/hour

Damage Deposit \$250/event

WE WOULD LOVE TO HOST YOU!

Call For Availability

Phillip Romero

Facilities and Campus Director

Phone: 303-346-3500 x 121

Fax: 303-379-7744

Email: facilitiesmanager@aspenacademy.org

[Click Here to Fill Out Facilities Use Form.](#)

Cross marketing opportunities are available for appropriate events.