



Aspen Academy Facility Use Guide 2021-2022



aspenacademy.org

THE PROCESS

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

The Facility Request Form must be submitted and then a meeting with our Facilities Manager, Nathan Byrne will be scheduled to understand the details of your request. An event will be deemed approved upon the completion of a Facilities Request Form by the Facilities Manager outlining all requested services and facilities for a specific event.



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	\$20/hr./person
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



Gym

Our gym is your go-to place for volleyball and basketball games and other group gatherings

Rental Fee: \$40/hour

Additional Options + Fees

Aspen Supervisor (If needed)	\$35/hour
Scoreboard Operator	\$15/hour
Damage Deposit	\$250/event

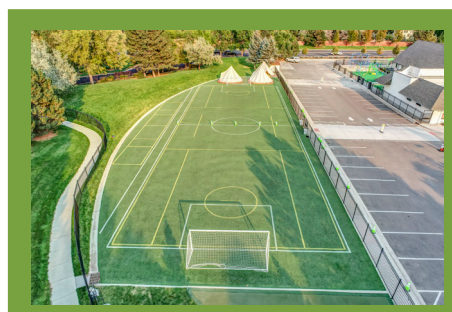
Turf Field

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: \$50/hour

Additional Options + Fees

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

Choose from a variety of classrooms in our building.

Rental Fee: \$30/hour

Cross marketing opportunities are available for appropriate events.



WE WOULD LOVE TO
HOST YOU!

Call For Availability

Phillip Romero

Facilities and Campus Director

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