

RTD FACILITIES DAILY USE PERMIT APPLICATION

Note: All requests for daily use permits must be submitted at least 21 business days before the event. Submit this completed application to: RTD Property Management, via mail at 1560 Broadway, Suite 650, Denver CO 80202, or via email at realproperty@rtd-denver.com . Questions call 303.299.2440.

Please print clearly all information.

Name of Individual/Organization submitting Request

Mailing Address of Individual/Organization submitting Request

Website of Individual/Organization _____

Is this a not-for-profit organization? _____ Is this a government organization? _____

What is the legal name of the organization that will be obtaining the liability insurance, if different from above? _____

Individual Contact _____

Phone Number _____ E-mail _____

Alternate Contact _____

Phone Number _____ E-mail _____

Name of Event: _____

Describe Event: _____

Requested Location _____

How much space do you need? _____

Requested date(s) _____

Requested Time: From _____ To _____

Is the event open to the public? _____

Maximum number of anticipated attendees? _____

Will the event include: _____ Food _____ Beverages

_____ Vendors _____ Alcohol

Equipment involved (attach additional pages/drawings, as needed): _____

As an attachment, please provide an aerial google map or some sort of map depicting where you would like to set up.

Certification

By submitting this application the requestor certifies that any activity conducted pursuant to an RTD use permit will be in accordance with the rules and policies of the Regional Transportation District and in such a manner as to not interfere with the safe and efficient operation of RTD. RTD may revoke any permit, if the activities performed at RTD Facilities violate the activities specifically prohibited by RTD policies, pose a danger to public safety, or unreasonably interfere with RTD operations.

Prior to issuance of a permit, requesting individual/organization will be required to obtain and demonstrate to RTD, proof of general liability insurance in the amount of at least \$2,000,000.00 per occurrence, covering at a minimum its obligation set forth immediately below and naming RTD as "additional insured".

Furthermore the requesting individual/organization agrees, to the extent allowed by law, to indemnify and hold harmless RTD, its officers and employees from and against any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the use of RTD premises by the permittee, its employees, agents, invitees and/or licensees.

The requestor understands that RTD may require a venue fee and a security deposit, as appropriate for the activities being permitted at the facility.

A permit will be only for those activities and for the time period specifically stated in the permit. Use permits are non-transferable.

Print Name _____

Signature _____ Date _____