



Airport Operations
7770 Milton E Proby Pkwy
Colorado Springs, CO 80916
TEL (719) 550-1936
FAX (719) 550-1937

INSTRUCTIONS FOR COMPLETING WORK ACTIVITY & BADGING SPONSORSHIP FORM

Attached, please find an updated version of the Colorado Springs Airport Sponsorship Form. Sponsorship Forms should be used when an Airport Tenant /Sponsor would like to authorize a contractor or vendor to work on Airport Property for/with them. This form assists with the Airport badging (expiration dates and correct access) and insurance requirements (based on where the work will be done.)

These instructions provide guidance for completion of the attached Sponsorship Form and each numbered paragraph below corresponds to the numbered section of the Sponsorship Form:

- 1) This section should be filled in with information from the sponsoring company (Tenant/Sponsor) and should specify who the appropriate contact(s) should be (Signature Authority for badging and security/Project Manager for project issues.)
- 2) This section should be filled in completely with information for the contractor/vendor who's being sponsored.
- 3) This section helps the airport understand the work that's going to be done by the sponsored entity.
 - Basic Maintenance or Repair of existing systems/facilities (no impact on services or others)** – Check this box if the work is going to be very low-impact on the functionality around you (i.e. basic maintenance and upkeep, etc.)
 - Aesthetics, Renovations, Improvements or other major changes to existing System or Facility** – Check this box if the work is going to be on a larger-scale and will have a greater impact on the functionality around you (i.e. adding/removing walls, changing your physical space)
 - Other** – Check this box if you feel the scope of work falls outside of the two choices above

Once you've checked a box, please describe the work that's going to be done in the space provided and be sure to list any/all equipment that may be utilized.

- 4) In this section, we request that you check the areas of access that the work will be done in (see attached map for Areas of Access)
 - a. In the space(s) provided, please be as specific as possible, and describe where the work is going to take place, along with the proposed ACP's (Access Control Points – see attached map for full list) into and out of the work site, and a description of the staging area (should there be one)
- 5) Start Date and End Date should be the proposed beginning and end dates of actual work for the project. The 'Hours of Work' should be the proposed hours worked per day (i.e. 8am – 5pm, M-F) This will assist the badging office with access requirements
- 6) In this section please check the Airport Department that this work shall be contracted/coordinated through
 - ***If any of these sections are Non-Applicable to your project please fill it in with "N/A"***

Once the form has been filled in completely, please have the sponsoring companies' legal representative sign the bottom of page 2, print their name and title and date the document.

The completed document can be submitted to Airport Operations at:

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