



Name of Renter or Name of Event: \_\_\_\_\_ # Attending \_\_\_\_\_

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Event Day/Date : \_\_\_\_\_

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Rented Time \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Actual Event Time \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Set-up Time \_\_\_\_\_ Break-down Time \_\_\_\_\_

**GLENWOOD SPRINGS PARKS & RECREATION DEPARTMENT**  
**The Glenwood Springs Community Center**  
 100 Wulfsohn Road , Glenwood Springs, CO 81601  
 (970) 384-6310 Fax (970) 945-4128  
[www.glenwoodrec.com](http://www.glenwoodrec.com)

**FACILITY RENTAL AGREEMENT**

Contact /Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Coffee cart \_\_\_\_\_ Yes \_\_\_\_\_ No (1 cart Serves 20) # of Carts \_\_\_\_\_

Soda cart \_\_\_\_\_ Yes \_\_\_\_\_ No (1 cart Serves 20) # of Carts \_\_\_\_\_

Band or DJ \_\_\_\_\_ Audio / Visual \_\_\_\_\_

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

# Tablecloths \_\_\_\_\_ @ \$4 each Set-Up Style \_\_\_\_\_

**NO RESERVATION IS CONFIRMED UNTIL:**

A credit card number or check is given for a damage deposit

2. Payment of room fees has been arranged
3. A Facility Agreement is signed
4. Date agreement received \_\_\_\_\_ By \_\_\_\_\_

Office use only.

Folder _____	Schedule: _____
Rooms Book _____	Staff _____
Rec Trac _____	Security _____
Front Desk Book _____	Bldng. Supvsr _____

Event Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm

\* *Set your own room up & break it down and receive 10% off the room fee.*

\* *Day rates qualify at 6 hours and more*

			Non-Profit/Government	General	
Sopris Room	A	_____ hrs. X	\$25 p/hr or \$150 p/day	\$30 p/hr or \$180 p/day	= \$ _____
	B	_____ hrs. X	\$25 p/hr or \$150 p/day	\$30 p/hr or \$180 p/day	= \$ _____
	C	_____ hrs. X	\$25 p/hr or \$150 p/day	\$30 p/hr or \$180 p/day	= \$ _____
Red Mountain Room		_____ hrs. X	\$25 p/hr or \$150 p/day	\$30 p/hr or \$180 p/day	= \$ _____
Iron Mountain Room	B	_____ hrs. X	\$15 p/hr or \$90 p/day	\$20 p/hr or \$120 p/day	= \$ _____
Kitchen Use Time		_____ hrs. X	\$15 p/hr or \$90 p/day	\$20 p/hr or \$120 p/day	= \$ _____

Subtotal = \$ \_\_\_\_\_

Set Up & Break Down Discount (10%) = \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

Additional Staff Hours ( \_\_\_\_\_ hrs. x \$20/hr ) X \_\_\_\_\_ Staff = \$ \_\_\_\_\_

Event Security (4 hours minimum @ \$25/hr) \_\_\_\_\_ Guards  
(2 guards minimum per event) = \$ \_\_\_\_\_

Shopping Cart Charges including Tax = \$ \_\_\_\_\_

Deposit = \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

Less 1/2 down payment = \$ \_\_\_\_\_

Balance Due = \$ \_\_\_\_\_

### NOTICE

Renter will be required to pay for two event staff for every hour after the main facility closes.

Security guards will be required for events when alcohol is being served or 100 attending,

1 security guard per 50 attending with a minimum of 2 guards per event.

**Balances must be paid in full within 14 business days before event.**



**COMMUNITY CENTER ROOM - SHOPPING CART**

<b>LCD Projector</b>	<b>\$50.00</b>	\$ _____
<b>Screen 7X7</b>	<b>\$10.00</b>	\$ _____
<b>9X12 Screen (Including set up and breakdown fee)</b>	<b>\$40.00</b>	\$ _____
<b>Network Line - Internet</b>	<b>\$25.00**</b>	\$ _____
<b>Analog Line - Phone line, Credit Cards &amp; FAX</b>	<b>\$25.00**</b>	\$ _____
<b>Phone line with Conference Phone</b>	<b>\$25.00**</b>	\$ _____
<b>Stand-Up Podium with Microphone or Table-Top Podium with Microphone Lapel or Hand-held</b>	<b>\$20.00</b>	\$ _____
<b>CD Player</b>	<b>\$10.00</b>	\$ _____
<b>TV with VCR or DVD Combo</b>	<b>\$20.00</b>	\$ _____
<b>Satellite connection</b>	<b>\$25.00</b>	\$ _____
<b>Big Screen TV with satellite connection</b>	<b>\$50.00</b>	\$ _____
<b>Overhead Projector (includes screen)</b>	<b>\$20.00</b>	\$ _____
<b>Easel with paper (Easel without paper – no charge)</b>	<b>\$10.00</b>	\$ _____
<b>Stage 4 – 4x8 sections Includes set and breakdown</b>	<b>\$50.00 per section Non-profit \$25 p/section</b>	\$ _____
<b>BBQ Grill: includes 1 bottle of propane</b>	<b>\$30.00</b>	\$ _____

**\*\*Network Access, Analog line, and On-line/Phone Line use MUST be reserved at least one-week in advance.**

**LINENS: Linens are Ivory; Skirts are White**

<b>Number of round table cloths</b> _____	<b>@\$4.00 each Total:</b>	\$ _____
<b>Number of rectangular table cloths</b> _____	<b>@\$4.00 each Total:</b>	\$ _____
<b>Number of table skirts</b> _____	<b>No Charge</b>	

**BEVERAGE SERVICE: Serves 20 people per cart**

**Coffee Cart** @ \$30.00 per cart Total: \$ \_\_\_\_\_

**Includes: 3 pots decaf or regular coffee, 1 pot hot water, 4 pitchers water,  
tea & hot cocoa, creamer, sugars, stirrers, cups and napkins**

**Soda Cart** @ \$30.00 per cart Total: \$ \_\_\_\_\_

**Includes: a variety of Coke products iced down in a Coke stand-up cooler**

<b>Subtotal</b>	\$ _____
<b>Tax Exempt #</b> _____	
<b>Tax (8.60%)</b>	\$ _____
<b>Total</b>	\$ _____



**GLENWOOD SPRINGS COMMUNITY CENTER**  
100 Wulfsohn Road, Glenwood Springs, CO 81601

**CLEANUP & DAMAGE POLICIES**

I, as the responsible party understand that as a renter of the Glenwood Springs Community Center, I am responsible for the clean up and repair of the rented area immediately following use, including:

1. Removal of all decorations/ items trash from the floor, fixtures, tables, chairs, walls, etc.
2. Removal of all food and beverages. Clean up of all spills.
4. All trash deposited in provided receptacles.
5. Cleaning of all kitchen area and equipment, including counters.
6. Any damage to walls, floors, or doors.
7. Damage to tables, chairs or equipment.

**GLENWOOD SPRINGS COMMUNITY CENTER RENTAL POLICIES**

1. SMOKING IS PROHIBITED IN FACILITY.
2. The Community Center will not be responsible for lost or stolen articles during time of use by an individual, group or organization.
3. Animals are prohibited in the facility with the exception of a guide-dog as a service animal for the disabled.
4. Rooms will not be used to accommodate a gathering which would violate minimum safety standards set by the Building Code Inspector.
5. Decorations must not be attached to painted walls, ceilings or accordion track doors.
6. Nails, tacks, push pins, staples, tape and screws will not be used to attach decorations to any part of the facility.
7. The Community Center will not store or be held responsible for items left after the rental.
8. The renter user is responsible for clean up of their rented areas before vacating the building. This includes wiping down tables and chairs, wiping up all spills and picking up all trash. The facility will provide trash receptacles. If additional clean up is required, the rental user will be charged at a rate of \$20 per staff hour.
9. Any facility equipment that is used during a rental agreement must be appropriately used and protected to ensure no damages will be incurred. Any damage to equipment will be assessed and charged accordingly to replacement of current retail value.
10. Security may be required at the renter's expense.
11. Music and noise must be kept at reasonable levels, especially during hours of open operation to the public. ***Amplified music must comply with existing park policies for decibel level and hours of operation.***

***THE COMMUNITY CENTER HAS THE RIGHT TO CEASE OR CANCEL ANY RENTAL AT ANY TIME. NO RENTAL AGREEMENTS FOR WEEKLY USE TO EXCEED 6 MONTHS***

- Applicant has reviewed and agrees to adhere to all policies, rules and regulations of the Glenwood Springs Community Center & Rink.
- Applicant agrees to the terms on this Rental Contract.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

**GLENWOOD SPRINGS COMMUNITY CENTER**  
**Park and Recreation**

**I AGREE TO THE FOLLOWING CONDITIONS (PLEASE INITIAL ACCEPTANCE OF EACH CATEGORY):**

**GENERAL** [ \_\_\_\_\_ ]

- The requesting individual/ representative is of legal age (18).
- The requesting individual or organization granted use (and those granted access to the property or facility) will abide by all policies, rules, ordinances and regulations of the City of Glenwood Springs, specifically including those regarding the use of City property or facilities and the conduct of persons in or on City property or facilities, whether now or hereafter adopted.
- Evening events must be completed by 11:00 p.m. and Community Center vacated by 12 midnight. For every hour your party goes beyond midnight, you will be charged \$350.00/hr and charged at 1 hour increments & taken out of your deposit.
- The Community Center does not provide utensils, cups, plates, etc.
- Parents are responsible for the behavior of their children. Please monitor their behavior at all times.
- The Glenwood Springs Recreation Department reserves the right to use photographs and images of anyone in any activity, park, special event, or public place in present or future publications. We reserve the right to refuse anyone privileges of tapping or photographing events.

**ALCOHOL** [ \_\_\_\_\_ ]

- **Alcohol is limited to beer and wine only, NO exceptions and is only permitted for a maximum of four (4) consecutive hours and cannot be served past 10:00 p.m. Sunday- Thursday and 11:00 p.m. Friday and Saturday.** Cash bars are not allowed unless renter has obtained a City Permit to sell alcohol.
- Alcohol may not be taken outside of the Community Rooms or any outside areas of the Community Center.
- Under no circumstances will alcohol be served to or consumed by anyone under 21 years of age.

**Alcohol can not be served by anyone under the age of 18 years of age.** You must adhere to all state and local laws concerning alcohol use. **Failure to abide by state and local laws concerning alcohol use, and the above restrictions, will result in your event being immediately shut down and losing full amount of deposit.** The police will be notified and dispatched to the premise.

**RENTER RESPONSIBILITIES** [ \_\_\_\_\_ ]

- The renter is responsible for all participants attending the event, and damages caused by them.
- The renter must pay for all damages to the facility, even if the damages exceed the refundable security deposit.
- The renter must remove all decorations & trash items from the floor, tables, chairs, etc. The renter must also remove all trash in surrounding areas and parking lot if left from those attending event.

**REFUND POLICY** [ \_\_\_\_\_ ]

If the event is canceled a \$25.00 cancellation fee to cover cost of processing will apply before any refund or deposit will be issued. If the event is cancelled less than (14) business days prior to the event, 25% of the total room rental fees will be charged & will be deducted by the City to cover the cost of processing and lack of availability of facility to others, before the refund and deposit are issued. If the event is cancelled (7) business days prior to the event, ALL room rental fees will be charged, before the deposit will be refunded. Deposit refunds, rental refunds, if any, will be mailed (10) business days after event.

**Large Event** groups of 500+ can be made up to 12 months in advance. Major Special Events can be reserved beyond 12 months with approval of the City Manager or Director of Parks and Recreation. If applicant cancels prior to 6 months before date of event, a \$100.00 administrative charge will be assessed for processing. If applicant cancels 180 days prior to event they will forfeit rental fee or \$1000.00 whichever is less.

- Applicant has reviewed and agrees to adhere to all policies, rules and regulations of the Glenwood Springs Community Center & Rink.
- Applicant agrees to the terms on this Rental Contract.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**