



**GLENWOOD SPRINGS PARKS & RECREATION
DEPARTMENT**
The Glenwood Springs Community Center
Rental Agreement Package
 100 Wulfsohn Road , Glenwood Springs, CO 81601
 (970) 384-6310 Fax (970) 945-4128
www.glenwoodrec.com

RINK SUMMER PARTY RENTAL AGREEMENT

Contact /Responsible Party _____

Address _____

Phone Number _____

Fax Number _____

Type of Event: _____

Event Date: _____

Hours of Event: _____ **Set-up:** _____ **Cleanup:** _____

of People: _____ **Alcohol?:** _____

Band or DJ?: _____ **Food?:** _____

Cover Charge?: _____

RESERVATION IS NOT CONFIRMED UNTIL:

- 1. A deposit is given & this form is signed**
- 2. Payment of room fees has been arranged**

Office use only.

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

RINK SUMMER PARTY RENTAL RATES

* *Day rates qualify at 6 hours and more*

** *Tables and chairs are NOT included in Rink rentals.*

WITHOUT BATHROOM FACILITY:

Non-Profit/Government

_____ hrs. x \$125 p/hr or \$750 p/day = \$ _____

General Public

_____ hrs. x \$175 p/hr or \$1,050 p/day = \$ _____

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

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

Portable Potties Required (_____ x \$100 each) = \$ _____

Extra Dumpster Required (_____ x \$50 each) = \$ _____

Total Charges = \$ _____

Deposit Required = \$ _____

Balance Due = \$ _____

1/2 Down payment required to reserve - \$ _____

Balance Due = \$ _____

Monthly payments required if not paid in full

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

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

One portable potty will be required for every 50 people over 300 attending the event.

Rink Summer Party Rental Damage Deposits

REQUIRED DAMAGE DEPOSIT **\$500.00**

Deposit is doubled if alcohol (beer & wine only) is being served \$ _____

SUBTOTAL \$ _____

*If insurance is required the deposit will be reduced by \$250.00 \$ _____

Special Event Insurance—The City of Glenwood Springs may require insurance naming the City of Glenwood Springs as additional insured in the amount of 1 Million Dollars per event. Certificate received date _____

TOTAL DAMAGE DEPOSIT \$ _____

Damage Deposit refunds, if any, will be mailed within (10) business days after event.

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/Ice Rink 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 SIX 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

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 \$350.00p/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 taping 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/Patio/Ice Rink or any outside areas alcohol must be confined in the rented facility.
- 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 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