



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

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

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 \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Fax Number/Email \_\_\_\_\_

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:**

1. Payment of room fees has been arranged
2. Insurance certificate received (if required)
3. A Facility Agreement is signed  
Date agreement received \_\_\_\_\_ By \_\_\_\_\_

<u>Office use only.</u>	
Folder _____	Schedule: _____
Rooms Book _____	Staff _____
Rec Trac _____	Security _____
Deposit Log _____	Bldng. Supvrs _____

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	= \$ _____
				<b>Subtotal</b>	= \$ _____
				<b>Set Up &amp; Break Down Discount (10%)</b>	= \$ _____
				<b>Subtotal</b>	= \$ _____
		<b>Additional Staff Hours</b>	( _____ hrs. x \$20/hr ) X _____ Staff		= \$ _____
		<b>Event Security</b>	(4 hours minimum @ \$25/hr) _____ Guards		= \$ _____
			(2 guards minimum per event)		
		<b>Shopping Cart Charges including Tax</b>			= \$ _____
			<b>Deposit</b>		= \$ _____
			<b>Subtotal</b>		= \$ _____
			<b>Less 1/2 down payment</b>		= \$ _____
			<b>Balance Due</b>		= \$ _____

### 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**

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

\*\*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**

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

**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		

	Subtotal	\$ _____
Tax Exempt # _____		
	Tax (8.60%)	\$ _____
	Total	\$ _____

**COMMUNITY ROOM REFUNDABLE DAMAGE DEPOSITS**

<u>ROOM</u>	<u>REQUIRED DEPOSIT</u>
Sopris, Suites A, B & C	\$ 300.00
Sopris A	\$ 100.00
Sopris B	\$ 100.00
Sopris C	\$ 100.00
Red Mountain	\$ 100.00
Iron Mountain B	\$ 50.00
Kitchen	\$ 100.00

SUBTOTAL \$ \_\_\_\_\_

▶ If Alcohol is being served, DOUBLE THE DEPOSIT \$ \_\_\_\_\_

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

TOTAL DEPOSIT \$ \_\_\_\_\_

\*The City of Glenwood Springs may require insurance coverage naming the City of Glenwood Springs as additional insured in the amount of 1 Million Dollars per event. The cost for such coverage ranges about \$200.00—\$250.00. Certificate received date \_\_\_\_\_

Please draw a diagram for specific room set up:

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

**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 9:00 p.m. and Community Center vacated by 10:00 p.m. For every hour your event goes beyond 10:00 p.m. you will be charged \$350.00 p/hr and charged at 1 hour increments. These charges will be 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. It is only permitted for a maximum of four (4) consecutive hours and cannot be served past 9:30 p.m.** Cash bars are not allowed unless renter has obtained a City Permit to sell alcohol.
- **If your event is non-alcohol and alcohol is present or being consumed, you will be charged \$250.00 from the damage deposit and this could result in your event being immediately shut down at the discretion of the event staff.**
- Alcohol may not be taken outside of the Community Rooms/Patio/Ice Rink to 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 cannot be served by anyone under the age of 21 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 Community Center will assess charges for any violations of the rental contract, and fines will be taken out of the deposit. Violations will be assessed for:**

- Attendance in excess of # attending specified on agreement \$200.00.
- Refusal to abide with closing time regulations \$350.00 p/hr and charged at 1 hour increments.
- Refusal to abide by amplified music levels \$100.00.
- Refusal to abide by cleanup policies \$20.00 p/hr per staff required.
- Glass containers present \$100.00
- The renter must pay for all damages to the facility, even if the damages exceed the refundable security deposit.
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**REFUND POLICY [ \_\_\_\_\_ ]**

If the event is cancelled by renter/lessee, 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, if any, will be mailed (10) business days after event. Reservations for **Large Event** groups of 100+ may be made up to 12 months in advance. **Major Special Events** may 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 and Ice Rink.
- Applicant agrees to the terms on this Rental Contract.

Applicant Signature

Date

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

**CLEANUP, DAMAGE, AND RENTAL 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.
3. Clean up of all spills, food in carpet, wiping down of tables and chairs.
4. All trash deposited in provided receptacles.
5. Any damage to walls, floors, or doors will be deducted from damage deposit.
6. Damage to equipment will be deducted from damage deposit.

**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. Tape that will not remove paint from walls may be used.
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, surrounding areas, and parking lot used by those attending event. The renter must remove all decorations, trash, items from the floor, tables, chairs etc. This includes wiping down tables and chairs, wiping up all spills. 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 replace at current retail value.
10. Security guards (2 minimum) may be required at the renter's expense.
11. During the time the facility is being used by the Lessee, the Lessee is responsible for accidents, injuries, damages, or loss of property. Lessee shall indemnify and hold the City of Glenwood Springs harmless for any and all claims resulting from the use of the facility by the Lessee, their employees, guests, or invitees.
12. 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***

- 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**