

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 \_\_\_\_\_

**FACILITY RENTAL AGREEMENT**  
**The Glenwood Springs Community Center**  
 100 Wulfsohn Road , Glenwood Springs, CO 81601  
 (970) 384-6310 [yvette.baker@cogs.us](mailto:yvette.baker@cogs.us) [www.glenwoodrec.com](http://www.glenwoodrec.com)

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

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

Address \_\_\_\_\_

Phone Number/Email \_\_\_\_\_

Private invitation only events may serve alcohol limited to beer and wine only and no glass containers, NO exceptions. It is only permitted for a maximum of four (4) consecutive hours and cannot be served past 9:30 p.m., event must be completed by 10 pm. An event at which alcohol will be served, sold and open to the public requires a Special Event Liquor license permit.

Private Invitation only \_\_\_\_\_ Alcohol Served only \_\_\_\_\_

Alcohol Sales \_\_\_\_\_ (Requires Special Liquor Permit)

Sales Items \_\_\_\_\_ (City Sales Tax Permit required) Band or DJ \_\_\_\_\_

Vendors \_\_\_\_\_

**Shopping Cart Items:**

Beverage Service - Coffee cart \_\_\_yes \_\_\_no (1 cart serves 20 people) #of carts \_\_\_\_\_  
 Soda cart \_\_\_yes \_\_\_no (1 cart serves 20 people) #of carts \_\_\_\_\_

Audio/Visual \_\_\_\_\_

Set Up Style \_\_\_\_\_ Number of Chairs \_\_\_\_\_

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

**NO RESERVATION IS CONFIRMED UNTIL:**

1. Facility Agreement is filled out and signed, 1/2 down payment required at time of reserving.
2. Insurance certificate received (if required)
3. Payment of room fees has been arranged.  
Date agreement received \_\_\_\_\_ By \_\_\_\_\_

Office use only.

Folder _____	Schedule: _____
Rec Trac _____	Staff _____
Deposit Log _____	Security _____

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	\$30 p/hr. or \$165 p/day	\$35 p/hr. or \$195 p/day	= \$ _____
	B	_____ hrs. X	\$30 p/hr. or \$165 p/day	\$35 p/hr. or \$195 p/day	= \$ _____
	C	_____ hrs. X	\$30 p/hr. or \$165 p/day	\$35 p/hr. or \$195 p/day	= \$ _____
Red Mountain Room		_____ hrs. X	\$30 p/hr. or \$165 p/day	\$35 p/hr. or \$195 p/day	= \$ _____
Iron Mountain Room	B	_____ hrs. X	\$20 p/hr. or \$105 p/day	\$25 p/hr. or \$135 p/day	= \$ _____
Kitchen Use Time		_____ hrs. X	\$20 p/hr. or \$105 p/day	\$25 p/hr. or \$135 p/day	= \$ _____

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

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

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

Additional Staff Hours ( \_\_\_\_\_ hrs. x \$25/hr. ) x # \_\_\_\_\_ Staff = \$ \_\_\_\_\_

Event Security ( \_\_\_\_\_ hrs. x \$25.00 per guard x # \_\_\_\_\_ Guards = \$ \_\_\_\_\_

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

Damage Deposit (if required) = \$ \_\_\_\_\_

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

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

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

### NOTICE

Renter will be required to pay for event staff for every hour after the main facility closes.  
One security guard will be required per 75 attending and every hour after the main facility closes.

**1/2 down payment required at time of reservation.**

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



**COMMUNITY CENTER ROOM — SHOPPING CART  
AUDIO/VISUAL AND EXTRAS:**

<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>Sound System with Lapel &amp; Hand-held Microphone</b>	<b>\$25.00</b>	\$ _____
<b>Stand-Up Podium with Lapel &amp; Hand-held Microphone</b>	<b>\$25.00</b>	\$ _____
<b>TV with VCR or DVD Combo</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</b>	\$ _____
	<b>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.**

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

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

**Includes: 2 pots regular and 1 pot decaf coffee, 1 pot hot water, 6 pitchers ice 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>	\$ _____

**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
▶ 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 Community Center's set closing time. For pre-approved late night events 9:30 pm shut down, clean-up and everyone out by 10:00 pm. 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 [ \_\_\_\_\_ ]**

- **Private invitation only events may serve alcohol limited to beer and wine only NO exceptions. No glass containers, unless pre approved by Facility Rental Coordinator. It is only permitted for a maximum of four (4) consecutive hours and cannot be served past 9:30 p.m., event must be completed by 10:00 p.m.** An event at which alcohol will be served, sold (cash bar) and open to the public requires a Special Event Liquor license permit.
- **If your event is non-alcohol and alcohol is present or being consumed, you will be charged \$250.00 from the damage deposit, alcohol will be disposed of and (1) one warning given, 2nd warning at event will result in your event being immediately shut down.**
- 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.
- **Special Event Liquor Licenses** - An event at which alcohol will be served, sold (cash bar) or open to the public requires a special event liquor license. The applicant or sponsor of event must be a nonprofit organization registered with the Colorado Secretary of State for purposes of social, fraternal, patriotic, political or athletic activities; a regularly chartered brand, lodge, or chapter of a national organization or society; a regularly established religious or philanthropic institution; or a political candidate or committee.  
**Applicants will submit this fully completed application for a Special Events Permit to the City Clerk at least 60 days prior to the event.**

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

**The Community Center will assess charges for any violations of the rental contract, and fines will be taken out of the deposit.**

- **If your event is non-alcohol and alcohol is present or being consumed, you will be charged \$250.00 .**
- **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 \$25.00 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.**

**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.**
- **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 AND ON GROUNDS.**
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. **PINATA'S, GLITTER OR CONFETTI IS PROHIBITED IN FACILITY OR OUTDOORS.**
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 \$25 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 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.
- Applicant agrees to the terms on this Rental Contract.

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

\_\_\_\_\_  
DATE