



## CONTRACT AND ROOM CHECKLIST

Contract completed \_\_\_\_\_ Facility Permit printed \_\_\_\_\_ Deposit received \_\_\_\_\_  
 Beverage order \_\_\_\_\_ Room Set up \_\_\_\_\_ Building attendant requested \_\_\_\_\_  
 Policy signed \_\_\_\_\_ Custodian notified \_\_\_\_\_ Balance paid \_\_\_\_\_ Call \_\_\_\_\_

### Pre Rental CHECK LIST

Room/equipment Circle OK, note comments if necessary

|                              |    |       |
|------------------------------|----|-------|
| 1. Tables                    | OK | _____ |
| 2. Floors & carpets          | OK | _____ |
| 3. Restrooms                 | OK | _____ |
| 4. Kitchen counters          | OK | _____ |
| 5. Sinks & disposal          | OK | _____ |
| 6. Oven & stove              | OK | _____ |
| 7. Ice scoop & pick in place | OK | _____ |
| 8. Trashcans empty & lined   | OK | _____ |
| 9. Walk in refrigerator      | OK | _____ |
| 10. Beverage containers      | OK | _____ |
| 11. Hallway clean            | OK | _____ |

### Post Rental CHECK LIST

Room/equipment Circle OK, note comments if necessary

|                                     |    |       |
|-------------------------------------|----|-------|
| 1. Tables                           | OK | _____ |
| 2. Floors & carpets                 | OK | _____ |
| 3. Bathrooms in working order       | OK | _____ |
| 4. Kitchen counters empty & clean   | OK | _____ |
| 5. Sinks & disposal empty & clean   | OK | _____ |
| 6. Oven & stove off & clean         | OK | _____ |
| 7. Ice scoop & pick in place        | OK | _____ |
| 8. Trashcans emptied                | OK | _____ |
| 9. Walk in refrigerator             | OK | _____ |
| 10. Beverage containers             | OK | _____ |
| 11. Hallway clean                   | OK | _____ |
| 12. Renter's belonging removed      | OK | _____ |
| 13. Decorations removed             | OK | _____ |
| 14. No excess trash around dumpster | OK | _____ |
| 15. Sodas paid                      | OK | _____ |

\*\*\*Note items not acceptable/damaged \_\_\_\_\_

### DAMAGE DEPOSIT REFUNDABLE YES NO

If retained, reason \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Bldg Manager/Designate \_\_\_\_\_ Date/time \_\_\_\_\_

Renter \_\_\_\_\_ Date/time \_\_\_\_\_

# Rental Fees & Deposits

## Community Center Room Rates

| Room            | room size       | (maximum capacity)            | Rental Fee/hour  | Rental fee with Alcohol | *fee/hour/guard for Alcohol |
|-----------------|-----------------|-------------------------------|------------------|-------------------------|-----------------------------|
| Room #1         | 16'x 41'        | 32 <small>Chairs only</small> | \$35             | \$50                    | \$25-\$50                   |
| Room #2         | 16'x 41'        | 32 <small>Chairs only</small> | \$30 no kitchen  | N/A                     | N/A                         |
| Room # 3        | 36'x 41'        | 72                            | \$40 no kitchen  | N/A                     | N/A                         |
| Room # 4        | 55'x41'         | 104                           | \$50             | \$65                    | \$25-\$50                   |
| Room # 5        | 68' x 41'       | 176                           | \$55             | \$70                    | \$25-\$50                   |
| Craft Room      | 22'X25'         | 40 <small>Chairs only</small> | \$35 no kitchen  | N/A                     | N/A                         |
| Entire Facility | Minimum 2 hours |                               | \$300 no kitchen | N/A                     | N/A                         |
| Swimming Pool   | Minimum 2 hours |                               | \$100 no kitchen | N/A                     | N/A                         |
| Pool Party Room | Minimum 2 hours | 25                            | \$50 no kitchen  | N/A                     | N/A                         |
| Gym             | Minimum 2 hours |                               | \$50 no kitchen  | N/A                     | N/A                         |
| Half Gym        | Minimum 2 hours |                               | \$30 no kitchen  | N/A                     | N/A                         |
| Aerobics room   | Minimum 2 hours |                               | \$25 no kitchen  | N/A                     | N/A                         |

Non-Profit use the fee will be one half (1/2) of the rental fee. See criteria.

All Rental Fees are due one month prior to event, fees received less than one month before the event must be paid in cash or with Visa or MasterCard.

Rentals occurring off hours will require a \$15.00 per hour fee to cover the staff on duty.

$$\text{_____} \times \text{_____} = \text{_____}$$

\*All rentals that request alcohol (beer & wine only) are required to have security officers; 1/2 hour prior to serving alcohol through the remainder of the event. May only serve for four (4) hours.

The Fort Lupton Recreation Department will arrange for all security.

Security Costs are as follows:

One uniformed security officer per 75 guests

$$\text{_____} \times \text{_____} = \text{_____}$$

|                               |           |         |       |
|-------------------------------|-----------|---------|-------|
| Linen (Tablecloths & Napkins) | Yes or No | \$30.00 | _____ |
| Dishes & Flatware             | Yes or No | \$30.00 | _____ |
| Steam table/warmers           | Yes or No | \$30.00 | _____ |
| TV/VCR                        | Yes or No | \$10.00 | _____ |
| Overhead Projector            | Yes or No | \$10.00 | _____ |
| Digital Projector             | Yes or No | \$75.00 | _____ |
| Sound equipment               | Yes or No | \$10.00 | _____ |

Deposit: (required; must be paid at time of reservation)

| Room               | Non Alcohol | Alcohol  | _____ | x | _____ | = | _____ |
|--------------------|-------------|----------|-------|---|-------|---|-------|
| Multi purpose room | \$100.00    | \$350.00 | _____ | x | _____ | = | _____ |
| Facility           | \$500.00    | \$750.00 | _____ | x | _____ | = | _____ |
| Craft Room         | \$100.00    | N/A      | _____ | x | _____ | = | _____ |

### Recap of fees

Room rental \_\_\_\_\_/hour X \_\_\_\_\_ # of hours = \_\_\_\_\_ Rental total

After hours personnel \$15.00/hour X \_\_\_\_\_ # of hours = \_\_\_\_\_ Personnel total

Equipment fees \_\_\_\_ + \_\_\_\_ + \_\_\_\_ + \_\_\_\_ + \_\_\_\_ + \_\_\_\_ + \_\_\_\_ = \_\_\_\_\_ Equipment total

Security fees \_\_\_\_ # guards x \$ \_\_\_\_ /hour = \_\_\_\_ x \_\_\_\_ # of hours = \_\_\_\_\_ Security total

Sub total \_\_\_\_\_ Fees due

Damage deposit \_\_\_\_\_ Deposit due

\* Damage deposits will be refunded after the event if room is left in satisfactory condition. If building is left in less than satisfactory condition (Cleanliness, repair, or other problems) the damage deposit will be retained to cover the costs. In the event that the costs are greater than the deposit, the renter will receive an invoice for the additional amount. Refunded deposit checks will be mailed out and should be received 2- 4 weeks after the event.

\* Special requests will be taken on a case-by-case basis and will be billed accordingly.

## Policies and Procedures

### Set Up

1.  You will be allowed 15 minutes before and after your event. Any additional time needed will be included in your reservation time. You will be charged for the entire time you are in the room.
2.  City of Fort Lupton will set up all tables and chairs and will be ready at the time of the reservation. Table/chair arrangement must be submitted to the Facility Rental Coordinator at least 1 week prior to the event.
3.  All preparation time must happen on the day of the event; the facility is not available the day before. Or more than 15 minutes before the actual time reserved. Preparation time must be scheduled and paid for at the time all fees are due.

### Clean Up

1.  Clean up time is included in your reservation time. You will be charged for the entire time you are in the room or the entire time the room is reserved.
2.  *You are responsible for your own clean up* and for any items brought into the facility including but not limited to decorations, table covers, utensils, plates, cups, etc. Brooms and mops are available if needed; however cleaning supplies such as dish detergent, washcloths and towels are *not* included. If areas require extra time by staff, as a result of your event, you will be charged for personnel time.

### Beverages

1.  The City of Fort Lupton Recreation Department has an exclusive contract with Pepsi Cola. Beverages must be purchased from the recreation department. Order sheets with all products available are included in your rental packet. Orders are placed every Wednesday for Friday delivery, please plan accordingly.
2.  Exceptions may be made for the party to bring in lemonade in lieu of purchasing Pepsi beverages.

# Alcohol

The following are the policies that pertain to the use of alcohol in the Rental Room:

1.  Serving of alcohol is contingent on the approval of the Recreation director or manager and hiring of security.
2.  All events with alcohol require the renter to pay for security guards or police officers to be present throughout the entire event. Security is arranged by the Recreation Department.
3.  Alcohol may not be served for more than 4 hours and must be discontinued by 10:00 pm.
4.  Renter may sell beer and wine only with a Special Events Permit.
5.  Special Events Permit may be obtained only by a Non-Profit Organization and takes a minimum of 6 weeks to process due to obtaining necessary approvals from the City Council.
6.  Renter is responsible and assumes all risk regarding liabilities that may arise by those attending and drinking alcohol during the rental.
7.  Renter is responsible for ensuring that all persons who drink are of legal age, no alcohol is served to intoxicated guests, and all state and local liquor laws are obeyed.
8.  Guests cannot bring alcohol onto premises after the event has begun, nor may additional alcohol be brought in after the start of the event.
9.  Cash bars are not allowed. (No alcohol can be sold without a Special Events Permit)
10.  Tip jars are not allowed.

# Decorations

1.  Decorations are the responsibility of the applicant. Please remember that your reservation includes the time you need to decorate or prepare the room for your guests and cleanup time.
2.  **Walls/Ceilings:** You may only use painter's masking tape
3.  Candles must be contained.
4.  Fire exits must always be clear and open
6.  Confetti, birdseed, rice, glitter, or similar materials are not allowed. They are very difficult to clean. Soap bubbles may be use outside only.
7.  Potted plants need some type of protection under them to prevent marks or damage to the floors and carpet from drippings and dirt.

# Use of the Kitchen

1.  Ice and water are available for all facility users. All other Kitchen use must be arranged in advance.
2.  Utensils, plates, cups, serving dishes, tablecloths, napkins, dish towels and other equipment are not provided with room rental. (*Can be rented at a small fee*) Additionally all items must be removed from the premises at the conclusion of the event unless other arrangements have been made.
3.  *Coffee, tea, sugar, cream, etc. is the responsibility of the renter and not provided by the Community Center*
4.  *Back door is not to be propped open.*
5.  *Other Rules:*
  - Stove and oven must be wiped clean and turned off.
  - Counters must be wiped off and garbage disposal cleaned out.
  - All food and trash must be disposed of in the proper fashion.
  - All trash must be emptied out of wastebaskets and taken to dumpster outside.

## Equipment Use Regulations

1.  All building users will furnish their own equipment and materials unless specifically requested, paid for and available from the City.
2.  Equipment that is not returned or is damaged will be charged to the host.
3.  All equipment must be checked by the building attendant.
4.  No apparatus, furniture, or equipment is to be moved into facility without approval in advance.
5.  Phone use is for emergencies only.

## Other Rules and Regulations

1.  The City of Fort Lupton has a ***NON-SMOKING*** facility policy.
2.  ***SMOKING IS NOT PERMITTED ANYWHERE IN THE FACILITY*** or within 25 feet of the building.
3.  *A City representative will be present at all times during rentals.* This person shall be allowed to be present in the room or facility during all times it is being used unless a specific written exception is granted for ceremonies or meetings of a confidential nature.
4.  The City of Fort Lupton reserves the right to remove from the premises any objectionable person or persons.
5.  The City of Fort Lupton, at its discretion, will remove any items left behind by any user group. Such property not claimed within 5 days can be retained or disposed of by the City of Fort Lupton in any manner deemed appropriate. Food will be thrown away immediately.
6.  Excessively loud music will not be allowed.
7.  Foul or abusive language will not be permitted.
8.  The City and Recreation Department is not responsible for items left before or after an event.

**I have read and agree to the terms stated above.**

---

Responsible party name (Print)

---

Responsible party signature

---

Date