



Recreation Department

130 S. McKinley Avenue
Fort Lupton, CO 80621

Phone: 303.857.6694
Fax: 303.857.0351

www.fortluptonco.gov

ROOM RENTAL AGREEMENT

Renter Name: _____ Date of Birth (must be 18 yrs. or older): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Company Name (if applicable): _____ Type of Event: _____

Date Requested: _____ Start Time: _____ End Time: _____

Number of Attendees: _____ Alcohol: _____ Dance: _____

Catered: _____ Caterer's Name: _____

Additional Options:

<u>Add-On Item</u>	<u>Fee</u>	<u>Circle One</u>	<u>Circle One</u>
LINENS (Table Cloths, Napkins, Skirts, Runners):	\$50.00 (per color)	Y / N	Green / Black / White / Red
FLRC Staff to Iron and Place Linens:	\$125.00	Y / N	<i>Please Check Turn-Around Time</i>
Digital Projector / Sound System:	\$0.00	Y / N	<i>Please Check Compatibility</i>
Clean Up by FLRC Staff	\$400.00	Y / N	<i>Must Be Arranged 30 days in Advance</i>
Drink Order	Per Item Cost	Y / N	<i>Complete Drink Order Form</i>

Use of the recreation center is not included in rental. Admission must be paid upon entering.

Room Rental Fees

WEEKDAY RATES (Monday – Friday) After Hours = \$25/hour (Facility closes at 8 PM)

ROOM	Size	Occupancy	Fee	Fee with Alcohol	Security Fee
Multi-Purpose Room 1	16' x 41'	Max of 32 people	\$35/hour	N/A	N/A
Multi-Purpose Room 2 <i>KITCHEN NOT INCLUDED</i>	16' x 41'	Max of 32 people	\$30/hour	N/A	N/A
Multi-Purpose Room 3 <i>KITCHEN NOT INCLUDED</i>	36' x 41'	Max of 72 people	\$40/hour	N/A	N/A
Multi-Purpose Room 4	55' x 41'	Max of 104 people	\$50/hour	N/A	N/A
Multi-Purpose Room 5	68' x 41'	Max of 176 people	\$55/hour	\$70/hour	\$75/hour
Craft Room	22' x 25'	Max of 40 people	\$35/hour	N/A	N/A

SATURDAY RATES *Scheduled times below cannot be changed.*

MULTI-PURPOSE ROOM 5	Fee	Fee with Alcohol	Security Fee
8:00 AM – 12:00 PM	\$200	\$280	\$75/hour
1:00 PM – 5:00 PM	\$200	\$290	\$75/hour
8:00 AM – 5:00 PM	\$360	\$500	\$75/hour
1:00 PM – 10:00 PM	\$410	\$575	\$75/hour
8:00 AM – 10:00 PM	\$510	\$730	\$75/hour
CRAFT ROOM	Fee	Fee with Alcohol	Security Fee
Available Hours: 8 AM – 4 PM	\$35/hour	N/A	N/A

SUNDAY RATES *Scheduled times below cannot be changed.*

MULTI-PURPOSE ROOM 5	Fee	Fee with Alcohol	Security Fee
1:00 PM – 5:00 PM	\$200	\$290	\$75/hour
CRAFT ROOM	Fee	Fee with Alcohol	Security Fee
Available Hours: 12 PM – 4 PM	\$35/hour	N/A	N/A

RECREATION CENTER SPECIAL AREA RATES

GYMNASIUM <i>MINIMUM OF 2 HOURS</i>	Occupancy Max of 200 people	Fee \$100/hour	Fee with Alcohol N/A	Security Fee N/A
SWIMMING POOL <i>MINIMUM OF 2 HOURS</i> <i>AFTER HOURS ONLY</i> <i>INCLUDES USE OF POOL PARTY ROOM</i>	Max of 100 people	\$150/hour <i>(0-50 people)</i>	N/A	N/A
		\$200/hour <i>(51-100 people)</i>		

+++++
Non Profit Groups: The fee is one-half (1/2) of the fee listed (does not include additional options or security).
 501c3 must be provided.

Alcohol: All rentals requesting alcohol must be reserved at least 30 days in advance, and are required to have security officers during the event. Please see the alcohol agreement for details.

**Noncompliance with the following policies could result in additional charges.
Please check each box after reading.**

CONTRACT AGREEMENT

- All **Rental Fees** are due at time of reservation.
- Renter is responsible for all damages incurred and will be billed accordingly.**
- For **Non-Profit Groups** the fee is one-half (1/2) of regular rentals (does not include additional options or security). 501c3 must be provided.
- Rental requests within normal business hours must be made at least 7 days in advance. All After Hour Rentals must be made at least 3 weeks in advance.
- Reservation time must include your set-up and clean-up time as only 15 minutes before and after events are provided in your contract. Please reserve room for the necessary time to accommodate your needs.
- If you are not out on time, you might be charged accordingly.
- If event runs past center's regular hours of operation (Monday-Friday) a \$25.00 an hour fee will be added to initial cost.

- All alcohol events must be reserved at least 30 days in advance.
- If you are serving alcohol (wine and beer only) additional fees and forms are required.
- All rentals that request alcohol are required to have security officers ½ hour prior to serving alcohol through the remainder of the event. Serving time is limited to (4) hours at \$75 per hour (security fee). The FLRC will arrange for all security.

- Flameless candles only are allowed.
- Confetti is not allowed.
- Only painter's masking tape may be used.
- Fire exits must remain clear.
- All decorations must be removed from tables, walls, floors, etc. at the end of the event.
- Excessively loud music will not be allowed.

- Please check in with the front desk upon your arrival.
- Tables and chairs will be provided and in place for designated time of event. If you need a specific set-up, please relay 1 week before event, either verbally or by sketch, your desired plan.
- If you rented linens for tables, these will be placed in the room. It is your responsibility for placement on tables. For an additional \$125.00 fee, linens will be ironed and placed on tables for you.
- If you choose to serve soda pop or bottled water at your event, they must be purchased from the City of Fort Lupton and be paid for in full after the event. Drink orders must be received the Monday before the event.
- A City representative will be present at all times during the rental. 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.
- The City of Fort Lupton reserves the right to remove from the premises any objectionable person or persons.
- Foul or abusive language will not be permitted.
- Smoking is not permitted anywhere in the facility or within 25 feet of the building.

CONTRACT AGREEMENT (continued from page 3)

- Floors must be swept at the end of the event. If any marks or spots show they must be removed. Mops and brooms will be provided by staff.
- All tables must be cleaned if tablecloths are not used. If linens are rented from center, they must be removed from tables, shaken of crumbs and placed in a designated pile.
- All kitchen equipment must be cleared and cleaned.
- Hallway must be swept if littered.
- All chairs must be placed in stacks of ten (10). Tables can be left on floor.
- All garbage must be emptied in bins outside of the kitchen back door.
- If areas require extra time by staff for clean up, you will be charged.
- The City of Fort Lupton is not responsible for any items left behind.

CANCELLATION POLICY

- If reservation is cancelled at least 2 weeks prior to event, a full refund will be issued.
- If reservation is canceled less than 2 weeks from event date, but more than 24 hours, 50% of the rental fees will be refunded.
- If reservation is cancelled less than 24 hours from event date, no refund will be issued.

The rental applicant and/or sponsoring organization agrees to use the community building according to rules and regulations provided by the City of Fort Lupton, its officials and employees harmless for any liability or any loss of property within the premises.

Applicant also agrees to release the City of Fort Lupton from any liability for the injury or death or any person arising from the utilization of said premises. The applicant agrees to be legally responsible for the conduct and control of their guests/participants and to be financially responsible for any damages or injury incurred to the guests attending event held in the center.

This is a contract. By signing below, you affirm that you have read and agree to the terms and conditions as stated.

Applicant Name (Print)

Applicant Signature

Date

POST RENTAL CHECK LIST

Tables Wiped Down	___ YES	___ NO	NOTES: _____
Floors Swept (No Markings)	___ YES	___ NO	NOTES: _____
Bathrooms Tidy	___ YES	___ NO	NOTES: _____
Kitchen Wiped Clean	___ YES	___ NO	NOTES: _____
Sinks Empty and Clean	___ YES	___ NO	NOTES: _____
Oven & Stove Off and Clean	___ YES	___ NO	NOTES: _____
Ice Scoop in Place	___ YES	___ NO	NOTES: _____
Trashcans Emptied	___ YES	___ NO	NOTES: _____
No Food in Refrigerator	___ YES	___ NO	NOTES: _____
Beverage Containers Put Away	___ YES	___ NO	NOTES: _____
Hallway Free of Debris	___ YES	___ NO	NOTES: _____
Belongings Removed	___ YES	___ NO	NOTES: _____
Decorations Removed	___ YES	___ NO	NOTES: _____
No Excess Trash By Dumpster	___ YES	___ NO	NOTES: _____

ITEMS DAMAGED:

Photos of damages to be given to the Recreation Director.

Staff Signature: _____ **Date:** _____

Renter Signature: _____ **Date:** _____