



CITY OF ENGLEWOOD

1000 Englewood Parkway, Englewood, Colorado 80110

TERMS AND CONDITIONS OF COMMUNITY ROOM USER AGREEMENT

- I. The Community Room is intended primarily to provide public meeting space for Englewood residents and groups to engage in activities and programs, which are open to the public and of general public interest to the residents of the City of Englewood and their invitees.
- II. Requests for use will be accepted on a first-come, first-served basis; however, City uses, and community meetings take precedence over other uses. Non-City usage maybe limited, e.g., requests for regularly scheduled meetings in the Community Room will not be accepted.
- III. The Community Room will not be reserved until a completed application is submitted and approved. The City of Englewood Room Reservation Committee will review the application for approval and confirmation will be made. If cancellation is made 72 business hours prior to use, a refund will be made. The City of Englewood reserves the right to cancel a scheduled meeting or event with 24-hour notice.
- IV. Use of the Community Room will be subject to advance payment of rental and related fees as applicable. A schedule of charges for non-city use is included on the attached application form. A damage deposit of ½ of the total cost of the reservation or if food is included a \$500 minimum is required and, if damages occur, charges will be assessed against the user. The user is financially responsible to the City of Englewood for any and all damages occurring to City property during rental hours.
- V. If the City is required to provide additional clean-up services following an event, the applicant will be required to reimburse the City for actual costs incurred.
- VI. A fee for a Facility Attendant at \$52.00 per hour will be charged for each event in the evening and on weekends.
- VII. The maximum room capacity for an event is 150; however, actual room capacity may be significantly lower based on usage and table configuration. User may not exceed the established room capacity.
- VIII. Although the City of Englewood does have a sound system and handheld microphone available, the City does not provide other audio/visual equipment, extension cords, easels, etc. for outside groups. Community Room users may bring in their own equipment or arrange for equipment rental through an outside company.
- IX. Nothing is to be attached to or hung from the walls without prior approval by the City of Englewood Room Reservation Committee. This needs to be addressed at the time of room reservation request.

- X. Catering or other food service may be permitted in the Community Room, subject to approval and payment of associated fees.
 - A. Caterers must be licensed by the City of Englewood.
 - B. Consumption of food and beverage is restricted to the Community Room only.
 - C. The use of red or grape beverages is prohibited.
 - D. Alcohol is prohibited except for special events that may be approved by the City of Englewood Liquor and Marijuana Licensing Authority and the State for non-profit agencies, subject to Colorado Law.
 - E. When food or beverages are served, the user must wipe down tables and chairs.
- XI. The user is responsible for disposal of all trash in receptacles provided.
- XII. Displays, easels, audio video equipment, rental tables, chafing dishes, serving trays, etc. must be removed from the Community Room immediately following the event.
- XIII. Smoking and burning of candles are prohibited.
- XIV. User is responsible for proper conduct and behavior of all people attending event. No illegal or inappropriate uses will be tolerated. Children under age 12 must be supervised by at least one adult (over 21) per 12 children. Applicant must be at least 21 years old.
- XV. User will have access to public restrooms; however, users are requested to otherwise confine themselves to the Community Room.
- XVI. Subject to the proposed use, the City will require security service for any after hours and/or weekend use. There is a set hourly rate fee that will be collected in addition to room fees and damage deposit. A certificate of insurance is required if alcohol is served. The rate fees are as followed:

Armed Security Non-Standard Business hourly rate \$60.14

Monday- Thursday	7:30pm-9:00pm
Friday	5:00pm-9:00pm
Saturday	5:00pm-9:00pm
Sunday	5:00pm-9:00pm

Unarmed Security Non-Standard Business hourly rate \$50.89

Monday- Thursday	7:30pm-9:00pm
Friday	5:00pm-9:00pm
Saturday	5:00pm-9:00pm
Sunday	5:00pm-9:00pm

- XVII. The City of Englewood, its officers, and employees will not be held liable for any injuries, claims, or damages arising from the use permitted. Insurance coverage may be required for some uses.
- XVIII. Failure to follow the City's policies and procedures may result in the immediate termination of the use and denial of future use.



- XIX. User is responsible for distribution of event information to those attending including venue location (Englewood Civic Center, 1000 Englewood Parkway, 2nd Floor Community Room), date, and time.

I have read, understand, and accept all responsibility for the City of Englewood Terms and Conditions of Use Agreement for use of the Community Room. I also understand the total use fees and deposits must be paid within one week of approval of this application/reservation.

Attached is an agenda, invitation, or informational flyer for this event.

A 72- business hour notice must be made prior to the scheduled event for any setup changes or cancellation of room reservation. If the changes are made within the 72 business hours prior to an event, the changes cannot be accommodated.

Organization: _____

Event Date: _____

Signature of Applicant

Date: _____



CITY OF ENGLEWOOD

1000 Englewood Parkway, Englewood,

Colorado 80110 COMMUNITY ROOM

APPLICATION

Name of Organization: _____

Address: _____

City: _____ State/Zip: _____

Contact Person: _____

Phone: _____ Cell: _____ Email: _____

Event Date: _____ Reserved from/to: _____ Event Starts _____

at: Purpose of Event (attach invitation, informational flyer, or agenda): _____

Estimated Attendance (Maximum 150): _____ Attendee Fee: \$ _____

The following room fees are due within one week of application approval. Please make checks for fees and deposit payable to the City of Englewood. (prior it says must be paid on approval)

Room Fees:

City of Englewood Resident

Mon-Fri, 8am-5pm	\$100 per hour
Mon-Fri, 5pm-9pm, After Hours and Weekends by arrangement	\$150 per hour

Non-Profit

Mon-Fri, 8am-5pm	\$25 per hour
Mon-Fri, 5pm-9pm, After Hours and Weekends by arrangement	\$50 per hour

Non-Resident/For-Profit

Mon-Fri, 8am-5pm	\$210 per hour
Mon-Fri, 5pm-9pm, After Hours and Weekends by arrangement	\$300 per hour

Refundable Room Deposit: _____ One-Half of Total Room Fee (Minimum of \$500 if Meal Served)

Fee Calculation (circle applicable category):

Resident, Non-Profit, Non-Resident/For-Profit \$ _____ per hour x _____ hours = \$ _____

_____ Room Deposit (one-half of the Room Fee above, minimum of \$500 if meal served) \$ _____ Facility Room Attendant Fee (evenings/weekends) \$ _____



Method of Payment (circle type of payment) — VISA or MC (COE must swipe card), Cash, Check)
Mail Refund to:

I have read, understand, and accept all responsibility for the City of Englewood Terms and Conditions of Use Agreement for use of the Community Room. I also understand that the total use fees and deposits must be paid on approval of this application/reservation.

Signature of Applicant Date City Representative Date