



## **Civic Center Rental Rules and Guidelines**

1800 Harlan St. Edgewater, CO, 80214

### **A. Renter Responsibilities for Room/Gymnasium Rental:**

Failure to abide by **any** of the following responsibilities will result in the forfeit of your damage deposit, and possible future denial to use City of Edgewater facilities.

**1. Hours for rental are from 6:00am to 8:00pm (Monday through Thursday) 6:00am to 7:00pm (Friday) and 8:00am to 3:00pm (Saturday through Sunday).**

After-hours rentals are available for an additional fee.

**2. Rental groups requiring time to decorate, or needing additional set-up and clean-up time must include this time on the request form.** Rental groups that arrive before the “start time” or leave after the “end time”, renter will lose their deposit and/or be charged for more time.

**3. Rental applicants must be 21 years of age or older.**

**4. Applicants must have signed their permit before the day of their reservation.**

The facility shall be used for the purpose stated on the rental request form, and no other use will be permitted. The permit may be revoked by the City of Edgewater for failure to observe the rules and regulations.

**5. The Rental Room/Gymnasium must be left in a clean and orderly condition.**

All decorations, unwanted food, and litter must be put in the trash receptacles. Any excess trash must be removed from the facility. The rental group agrees to sweep, mop (if needed) and wipe down any chairs and tables used.

**6. No tape, nails, tacks, staples, glitter, etc. will be permitted on the walls, ceilings, floors, doors, or windows of the facility.** Any leftover decorations that need to be cleaned up will be deducted from the renter’s damage deposit.

**7. Applicant will be responsible for the conduct and control of participants.** All

rentals will be under the direct supervision of an adult. Noise complaints or misconduct will result in the loss of your damage deposit.

**8. No equipment or materials of any kind may be stored in the facility.**

**9. The renter may have access to the tables and chairs in the room, but they must be cleaned before the rental time ends.**



- 10. Alcoholic beverages are prohibited.**
- 11. Animals are prohibited.**
- 12. Heating and cooling regulators shall not be adjusted.**
- 13. Loud music is prohibited. Therefore, amplified live music and bands are not permitted.**
- 14. No more than the maximum occupants listed on the permit shall use the facility at any one time.** Facility staff will determine appropriate staffing levels required for your event to run successfully. If additional staff are needed, you will be assessed additional fees to the overall rental charge.
- 15. All municipal codes, laws, and regulations shall be followed.**
- 16. Permission to use the Rental Room/Gymnasium does not constitute endorsement by the City of Edgewater of any organization or group, or of the beliefs of the organization or group.**
- 17. Activities must not endanger persons or property or create a dangerous condition on facility room property or adjacent areas.**

*The Parks and Recreation Department reserves the right to refuse or revoke this application due to facility safety, staffing levels and/or if these rules and regulations are not complied with.*

#### **B. User Groups and Fees:**

Below is a list of user groups with a brief description of what categorizes a rental. Facilities will be reserved on a first come first serve basis.

- 1. City of Edgewater** – City sponsored activities will have first rights to the facility. Sponsored activities include recreation programs, special events, meetings, and meals. All City sponsored activities must have a designated staff person or program leader in attendance throughout the event. Keys will be issued to the staff person or program leader.
- 2. Edgewater Non-Profit Agency** – To be categorized as a non-profit a member of the organization will have to prove the organizations non-profit standing through IRS documentation. Representatives will also need to provide documentation that their organization is Edgewater based or serves Edgewater constitutes prior to receiving Edgewater Non-Profit standing with the Parks and Recreation Department.



**3. Private Rental Resident** – To be categorized as a Private Rental Jeffco resident, the main contact for the rental will have to provide proof of residency in Jeffco. This

proof can be a Driver’s License with their address listed on it, or a utility bill that includes their address.

**4. Private Rental Non-Resident** – All rental applicants that do not fit in the above-mentioned categories will fall into the Non-Resident category.

	Staley Studio		Johnson Activity Room		Noll Conference Room		City Council Chambers		Gymnasium	
Rental Category	Rental Rate	Deposit	Rental Rate	Deposit	Rental Rate	Deposit	Rental Rate	Deposit	Rental Rate	Deposit
Edgewater Non-Profit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Rental Resident	\$30/hour	\$100	\$40/hour	\$100	\$20	\$100	\$40/hour	\$100	\$40/hour	\$100
Rental Non-Resident	\$40/hour	\$100	\$50/hour	\$100	\$20	\$100	\$40/hour	\$100	\$50/hour	\$100

**All fees must be paid in full to reserve a date. Dates will not be held with partial payments.**

**C. Damage Deposit:**

In addition to the rental fee, a damage deposit is required for all reservations. Fee and damage deposit payments must be made upon rental. A permit will be issued to the applicant after all fees have been paid. Your reservation is not valid until the entire payment is made. You will **ONLY** get your deposit back after the facility has been inspected, and the facility is not damaged and satisfactorily cleaned by the users. The deposit and/or any portion deemed necessary shall be retained by the city as compensation for the damage or cleaning fees. The damage deposit will be issued in the form of a check or returned to the credit/debit card and may take up to three weeks to process.

**Note:** Please make sure your address is correct. The address on your paperwork is where your deposit will be sent. We will not send damage deposit checks to a different address than listed on the permit.



**D. Cancellation Policy:**

Any cancellations by the renter group less than 30 days before the rental date will be refunded based on the following schedule:

Dates of Cancellation	Renter Receives
30 days or more	100% of deposit and 100% of rental fee minus \$20.00 cancellation fee
15-29 days	100% of deposit and 50% of rental fee
8-14 days	100% of deposit and 25% of rental fee
7 days or less	100% of deposit and 0% of rental fee

The City of Edgewater will not be held liable for any injuries to participants, or damage to equipment. The applicant assumes all responsibility during facility use.