City and County of Broomfield, Colorado – Cultural Affairs Division T: 720-887-2356 F:720-887-1384

BROOMFIELD AUDITORIUM RESERVATION POLICY

THANK YOU FOR YOUR INTEREST IN USING THE BROOMFIELD AUDITORIUM!

To support a variety of users and year-round uses, the following policy applies to all auditorium usage (paid and free) at all times. Please note policy is subject to change.

FOR ALL USERS:

- **A minimum of 30 DAYS notice is required to reserve use of the auditorium and to complete necessary rental documents and payment(s) due. Exceptions may be made for requests submitted less than 30 days from the event, based on the availability of the facility and staff and pending management approval.**

- **Requested rental dates will be held for 48 hours pending receipt of Rental Request Form.**

- **Certificate of Liability Insurance and proof of incorporation must be received by the time the 1st payment is due or 30 days prior to first scheduled event.**

- **The deposit, 50% of total fees, and a signed contract are due no later than *two weeks* after completion of the rental contract to reserve auditorium use in current or future year(s). Full payment is due with the signed contract if the auditorium is rented less than 30 days from the first day of scheduled use.**

- **No refunds will be granted for auditorium reservations cancelled 30 days or less prior to the first day of scheduled use; other charges may apply; please consult the Cultural Affairs staff and auditorium rental agreement for details.**

PRIMARY USERS: performing and visual arts nonprofit organizations

These organizations are given top priority and may make reservations up to 36 months in advance.

SECONDARY USERS: government agencies, educational institutions

These organizations are given second priority and may make reservations up to 24 months in advance.

OTHER USERS: community/civic/religious organizations, businesses

These organizations are given the lowest priority and may make reservations up to 12 months in advance.

If a Primary or Secondary user requests a date reserved for “other users”, the community/civic/religious organization will be given 30 days notice if asked to reschedule for another available date. These users are normally limited to six events per year. Under unique circumstances this policy may be waived with management approval.