



**City and County of Broomfield
Community Center Rental
POLICIES**

Thank you for choosing the Broomfield Community Center. To ensure that all persons utilizing the facility have a positive experience, we have established the following guidelines. Please read and initial next to each section. The responsible renter's signature is required at the bottom.

Event Details:

Renter/ Designated Contact: _____

Event _____ Event Date: _____ Total Rental Time: _____

Alcohol Permit: (circle) Yes No Police Officer on Duty _____ Time Scheduled _____

Roles and Responsibilities of Renter:

Rentals:

- All rental priorities are based on a first-come, first-serve basis.
- The Broomfield Community Center is a Designated Emergency Shelter for the City and County of Broomfield. In case of a "community emergency", we reserve the right to terminate a rental/event with or without prior notice -all deposits/fees will be returned in full.
- Usage of the facility does not imply the City's endorsement of meetings, groups, or beliefs.
- We reserve the right to cancel or refuse any rental.

Facility Use:

- The SUPERVISOR is here for you! Please contact them if you need anything (tables, chairs, etc.). Do not help yourself.
- CHILDREN MAY NOT BE LEFT UNATTENDED.
- Report any accidents, spills, mishaps, injuries, or breakage to the Supervisor.
- Closets and rooms not included in the rental contract are not accessible by the renter. The Supervisor ONLY may access closets (such as the closet in Lakeshore containing the sound system) if necessary.
- No smoking or tobacco use in the facility. No exceptions!!
- All food and drink is restricted to rented areas only.
- In order to maintain efficient use of air handling system and prevents pests from entering the building, all outside doors and windows must remain closed during an event.
- Personal items, including those rented from outside vendors, may not be stored at the facility outside of the designated rental time. Recreation Services is not responsible for lost/damaged items.
- No cleats, skateboards, inline skates, or wheeled shoes are allowed in the facility.
- Do not drive or park on any grassy areas.
- Noise levels must be consistent with the atmosphere, in accordance with the City and County noise ordinance, and respectful of other renters in the facility.

Decoration: Damages to the facility may result in additional charges. Please read carefully.

- Decorations may be hung utilizing scotch tape, regular office staples or small push pins on dry wall only.
- NO duct, masking or packing tape and heavy duty staples may be used anywhere in the facility.
- No decoration is allowed on the movable walls.
- No bubbles, smoke machines or fog machines.
- "Drip less" candles only. All candles must be IN a fireproof container.
- Do not drag tables, chairs, podium, or any heavy item. Ask the Supervisor for help when needed.
- Exits may not be blocked by decoration, table, podium, speakers, etc.

Clean Up: Within reason, the facility should be left in the same condition as it was received.

- Remove trash and all decorations from the room(s). All trash must be taken to the receptacle outside and trash bags replaced in cans. Trash bags will be provided by BCC staff.
- If the kitchen is rented, clean all surfaces and remove all trash from the kitchen area.

Senior Center Lobby & Patio Use: Please be aware the lobby and patio are shared spaces. Renters are asked to be respectful of other renters in these areas.

- If the renter moves the furniture, they must return those items to their original location before leaving.
- Renters must take special care and use common sense in these areas. Charges will be assessed to carpet and furniture in these areas if applicable.
- Absolutely no food or drink in lobby.
- People may sit and use the lobby and patio to visit with one-another.
- Wedding parties may use these areas for pictures.
- Children are not allowed to jump, climb, or stand on furniture. Diaper changing is not allowed in the lobby.
- In the event of adverse weather, the supervisor may require guests and/or ceremonies to be moved indoors. Ceremonies may be held in the Lakeshore Room, but within the confines of the reception set up already in place.

Alcohol: A separate permit for alcohol use must be submitted and approved to serve alcohol at the Broomfield Community Center.

- Permits are assessed a \$12/\$20 nonrefundable recreation administrative fee. It is recommended that requests be submitted at least thirty working days prior to the event to ensure time for processing.
- **The Recreation Services alcohol permit does not take the place of a special events permit for the sale, by the drink, of alcoholic or fermented malt beverages required by Broomfield Municipal Code and Colorado Revised Statute.** Application for a special events permit must be submitted 30 days in advance of the event. For information about special events permits and whether one is required, please contact the City Clerk's office at 303.438.6332.
- Upon approval of the permit, renter must contract with a Broomfield Police Officer to be present at the event for approximately \$44.00/hour. Payment and arrangements will be made directly by the renter with the Broomfield Police Department. For questions, please contact the Broomfield Police Department at 303.438.6400.
- Alcohol may not be served before 10 a.m. or after 11 p.m. The Broomfield Police Officer must remain on site 30 minutes after alcohol stops being served. Alcohol must be put away or disposed of before the officer leaves. **Contract with the Broomfield P.D. accordingly.**
- **Alcohol service is restricted to beer, wine, or champagne only. Hard alcohol is not allowed; parties attempting to serve hard alcohol will be subject to immediate cancellation of the rental with no refund.**

DEPOSITS, CANCELLATIONS & REFUNDS:

- A 25% deposit is required at time of booking. Full payment is due 60 days prior to the event. If the event is 60 days away or less, full payment is due at the time of booking.
- The 25% deposit is refundable if the contract is cancelled more than 90 days prior to the event.
- If cancelled less than 90 days before the event, then the 25% deposit is forfeited.
- If cancelled between 14-59 days before the event, then 50% of the reservation fee is forfeited.
- If cancelled less than 14 days before the event, then the entire reservation fee is forfeited.

I have read and understand the Broomfield Community Center Policies and will abide by them. I understand that failure to comply with City and Community Center policies may result in additional fees, cancellation of my event and/ or denial of future rentals with the City & County of Broomfield.

Renter's Signature: _____ **Date:** _____