



City and County of Broomfield Community Center Rental POLICIES

- All rental priorities are based on a first-come, first-serve basis.
- The Broomfield Community Center is the Designated Emergency Center 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.
- CHILDREN MAY NOT BE LEFT UNATTENDED.
- Report any accidents, mishaps, injuries, or breakage to the Supervisor.
- The SUPERVISOR is here for you, please contact them if you need anything -tables, chairs, etc. do not help your self.
- No "bubbles" as they damage the wood floor. Tell your D.J.
- No smoke machines as they set off the fire alarm-tell your D.J.
- "Drip less" candles only. All candles must be //a fireproof container.
- Exits may not be blocked by decoration, table, podium, speakers, etc.
- All outside doors and windows must remain closed during function. This helps maintain efficient use of air handling system and prevents pests from entering the building.
- Decorations may be stapled, please do not tape on the painted surfaces. No staples or tape on movable walls. If the renter moves, changes or alters the room decorations, they must return those decorations to their original condition before leaving.
- Do not drag tables, chairs, podium, or any heavy item. Ask the Supervisor for help when needed.
- No cleats, skateboards, inline skates, or wheeled shoes are allowed.
- Noise levels must be consistent with the atmosphere and in accordance with the City and County noise ordinance.
- Remove trash and all decorations from the room(s). Trash bags must not be left on Lakeshore floor overnight. All trash must be taken to the dumpster.
- Clean all surfaces and remove your trash from the kitchen area.
- When serving alcohol, a Permit is required. It is recommended that requests be submitted at least thirty working days prior to the event to ensure time for processing. Permits are assessed a nonrefundable administrative fee. Restricted to beer, wine or champagne.
- A Police Officer needs to be hired by the renter for a Community Center event serving alcohol. Payment and arrangements need to be made directly by the renter with the Broomfield Police Department.
- 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.
- No smoking or Tobacco use in the facility. No exceptions!!
- All food and drink is restricted to rented areas only.
- Within reason, the facility should be left in the same condition as it was received.
- Doors to all rooms not in use must remain locked.
- Door and window blinds must be raised and lowered by the supervisor only.

Senior Center Lobby Policies:

- Renters must take special care and use common sense in this area.
- Absolutely no food or drink in lobby.
- People may sit and use the lobby to visit with one-another, wedding parties may use it for pictures.
- The Lobby may not be used as an overflow area for any groups in class rooms or Lakeshore rooms.
- No diaper changing in the Lobby. A diaper changer is available in the women's restroom.
- Children are not allowed to jump on furniture.
- Directional Signs to your meeting may be posted on the entry board only, ask the Supervisor for assistance, if it is not out.



Recreation Services Reservation Line 303-464-5509
280 Lamar Street Broomfield CO 80020
broomfieldrecreation.com
City and County of Broomfield
Broomfield Community Center
INFORMATION

ROOM AVAILABILITY:

- Regular Business Hours are:
 - Monday – Thursday, 8:00 a.m. – 9:00 p.m.
 - Friday, 8:00 a.m. – 7:00 p.m.
 - Saturday, 8:00 a.m. – 4:00 p.m.
- After hours rentals are available

RESERVATIONS:

- Call the reservation line 303-464-5509, your call will be returned within 48 hours
- As an alternative, fill out a reservation form located on-line or at either recreation center front desk
- We request a minimum of three working days for reservations
- We request a minimum of 10 working days for rentals requiring a building supervisor and a minimum of 30 days notice for rentals that request to serve alcohol

DEPOSITS:

- 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

REFUNDS:

- The 25% deposit is refundable if the contract is cancelled more than 90 days prior to the event

CANCELLATIONS:

- **If made less than 90 days before the event, then the 25% deposit is forfeited**
- **If made between 14-59 days before the event, then 50% of the reservation fee is forfeited**
- **If made less than 14 days before the event, then the entire reservation fee is forfeited**

Recreation Services Reservation Line: 303-464-5509
Broomfield Community Center
280 Lamar St.
Broomfield, CO 80020
www.broomfield.org