



City of Commerce City Recreation Department

Application for Facility Use

Application must be submitted at least two weeks prior to desired date.

Staff Use Only
 Date _____
 Time _____
 Initials _____

| | | | |
|---|--|---|--|
| Applicants Name <i>(must be 21 years old)</i> | | Date of Birth <i>(required for new applicant's)</i> | |
| Applicants Address | | City | State Zip |
| Home Phone | | Work Phone | |
| Month/Day/Year Requested | | From | |
| | | <input type="checkbox"/> AM <input type="checkbox"/> PM | To <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Organization | | Title | |
| Specific Location Requested | | Specific Room Requested | |
| <input type="checkbox"/> Recreation Center <input type="checkbox"/> New Recreation Center | | | |
| Type of Function | | Estimated Attendance | |

Users Agreement: I have reviewed the City policy regarding City facilities and hereby agree to be responsible for any damage or injury caused by individual use, or the group's use. The event or gathering will be held in an orderly manner and all pertinent laws of the State of Colorado and relevant ordinances of the City of Commerce City will be obeyed.

I am 21 years of age or older and I have read the Users Agreement, and the Room Rental Agreement on the reverse side of this form.

Applicant Signature: _____ Date: _____

For Office Use Only

| | |
|---|--|
| Fee Classification: <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> City | <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit |
|---|--|

| | |
|--|----------------------------|
| Fees | |
| \$_____ per hour x _____ Hours = \$_____ | |
| Security Deposit \$_____ | |
| \$_____ per hour x _____ Hours = \$_____ | |
| Audio/Visual Fees \$_____ | |
| Taxes = \$_____ | |
| Total Due = \$_____ | |
| Date Due: _____ | Date Received: _____ |
| | Rental # : _____ |
| | Deposit Return Date: _____ |
| | Insurance Required: _____ |

| | |
|------------------------------------|-------------|
| Facility Approval Signature: _____ | Date: _____ |
|------------------------------------|-------------|

Room Rental Agreement

1. Reservation will not be considered final until approval is granted and the payment is received in full.
2. A minimum of two (2) hours is required when renting any part of the Recreation Center.
3. Rental must be paid in full two weeks prior to rental date. Failure to pay two weeks prior to rental date will result in the cancellation of rental agreement. Any cancellation by renter less than 7 days will be assessed a 50% cancellation fee.
4. A security deposit of \$50.00 will be applied to each rental. If the damage deposit is to be refunded, the deposit will be returned to the signer of the application within 2-4 weeks after the rental. The City of Commerce City will issue by check or credit a charge account. **No cash refunds will be processed.**
5. **Alcohol** will **not** be allowed in any part of the Recreation Center or the grounds surrounding the building.
6. Smoking is prohibited in the Recreation Center.
7. Use of the kitchen is prohibited. Use of this equipment may result in immediate termination of the event.
8. Unusual rowdiness, physical/verbal abuse to a staff member, patron, or City property may result in immediate termination of the event.
9. The area(s) designated on the Facility Rental Application form will be the only area(s) which will be utilized. (Men and women's restroom are the exception).
10. The responsibility of City staff is to open and secure the facility, and be visible and useful to the rental group. Custodian and/or facility staff are not for the personal use of rental groups.
11. The service and consumption of food and drinks shall be confined to designated areas.
12. The reservation holder must be present at the facility during the hours of approved use.
13. It is the responsibility of the renter to provide all his/her own decorating supplies, utensils, clear the rental area of all trash and place all trash in the appropriate place, and remove all supplies brought in by the renter at the end of the rental. The facility will not store or be responsible for items left after the rental.
14. Clean up is the responsibility of the renter, group, or organization. Clean up includes wiping tables, chairs, and sweeping the floor. Extra trash bags will be provided as needed. Please ask the front desk to provide you with the necessary items.
15. Decorations shall not be affixed in any manner to painted drywall surfaces in the center.
16. Rice, confetti, birdseed, etc., shall not be used in or around the premises.
17. Music and noise must be kept at reasonable levels, especially during operating hours for public use.
18. The City of Commerce City will not be responsible for lost or stolen articles by an individual, group, or organization.
19. All items brought in by the renter or contracted services for the function must be out of the building and the trash must be consolidated by the end of the rental time. Rental time includes your own set-up and clean up. Please plan accordingly.
20. Rental of the multi-purpose room or classrooms does not include usage and/or admission to the Recreation Center.
21. Facility rental diagram must be submitted two weeks prior to rental date.