

Boulder Senior Services
FACILITY RENTAL REQUEST FORM

West Senior Center – 909 Arapahoe Ave, Boulder, CO 80302 Phone: (303) 441-3148 Fax: (303) 441-4149
 East Senior Center – 5600 Sioux Dr, Boulder, CO 80303 Phone: (303) 441-4150 Fax: (303) 413-7495
 www.BoulderSeniorServices.com Email: SeniorFacilities@ BoulderColorado.gov

Responsible Party		Group/Organization Name (if applicable)	
Address		City: State: Zip:	
Telephone Numbers		Email Address	
Phone:	Alt Phone:		
Event Title/Meeting Name	Expected Attendance	Food/Beverage Service (Catering)	
Requested Date and Alternate Date		Times (must include setup and teardown)	
Req date:	Alt date:	Start:	Finish:
Yes:		No:	

Room Request/Room Fees (per hour)					
Check	Room Name	Dimensions	Capacity	Standard	Non-Profit
West Senior Center Rooms					
	Creekside	Fan-shaped	75	\$75.00	\$50.00
	Alpine	23x23'	35	\$55.00	\$40.00
	Creekside+Alpine		110	\$100.00	\$75.00
	Foundation Room	10x10'	8	\$30.00	\$20.00
	Balsam	19x70'	50	\$55.00	\$40.00
	Cedar	20x20'	30	\$55.00	\$40.00
	Delwood	18x43'	40	\$55.00	\$40.00
	Evergreen	22x25'	35	\$55.00	\$40.00
East Senior Center Rooms					
	Room Name	Dimensions	Capacity	Standard	Non-Profit
	Ballroom	40x80'	175	\$150.00	\$100.00
	Panorama	40x22'	55	\$75.00	\$60.00
	Flatirons	40x24'	55	\$75.00	\$60.00
	Panorama +Flatirons	80x46'	110	\$100.00	\$75.00
	Mountain View	40x22'	55	\$75.00	\$60.00
	Eldorado	32x22'	40	\$55.00	\$40.00
	Flagstaff	34x22'	44	\$55.00	\$40.00

Equipment (to be included in rental)	
Check if needed	
<input type="checkbox"/>	AV Cart (DVD/VCR/TV)
<input type="checkbox"/>	Podium with Microphone
<input type="checkbox"/>	Projector Screen
<input type="checkbox"/>	Alcohol (beer and wine only)
If you plan to serve alcohol at your event, a licensed bartender must be hired and paperwork completed before your contract date. Please refer to the Alcohol Policy in Rental Guidelines.	
Rental Add-ons	
<input type="checkbox"/>	East Commercial Kitchen w/rental \$15/hour
<input type="checkbox"/>	East Patio \$15/hour
<input type="checkbox"/>	Security Deposit \$300
Rooms are available on a first-come, first-serve basis, and may be adjusted by the Senior Services staff without prior notice. These guidelines and fees are subject to change without prior notice.	

Available Equipment (no charge with room rental): TV+VCR/DVD, drop-down screens, Wi-Fi, microwave, refrigerator, podium + microphone.
The Security/Damage Deposit of \$300.00 is required for social events of 60 people or more. The room deposit is required at booking and is refunded 10-14 days after the event if there were no damages or excessive cleaning needs. An inspection form will be completed before and after your event, in order to determine the status of your deposit. NOTE: The deposit is non-refundable if the room reservation is cancelled fewer than 4 months prior to the event.
Payment and Contracts: After a room intake form is completed, a contract will be generated. A deposit or partial payment is due at contract signing. Final payment is due 30 days prior to the event. If the meeting or event is booked inside 30 days, full payment is due at contract signing.
Cancellation Policy: Cancellation of a room rental that does not require a deposit must be received 10 business days before the scheduled date to receive a full refund; otherwise, payment is forfeited. If a room is booked inside of 10 business days and then cancelled, no refund will be given for the event booking.

Please see reverse side for room set up options.

Room Set up Options

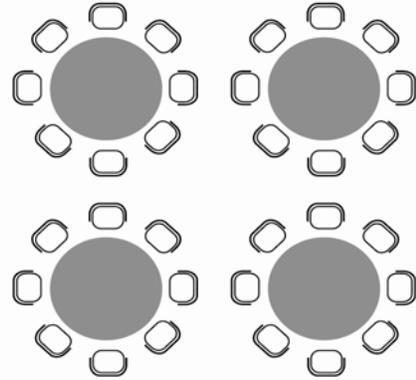
Furniture

Please indicate which Set up Style you desire:

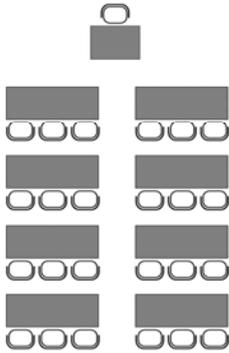
Please indicate how many of each you require:

Tables and Chairs	
No. of Round Tables (East only)(max 20)	
No. of Card Tables (max 20)	
No. of 6-foot Tables (max 25)	
No. of Chairs (max 200)	

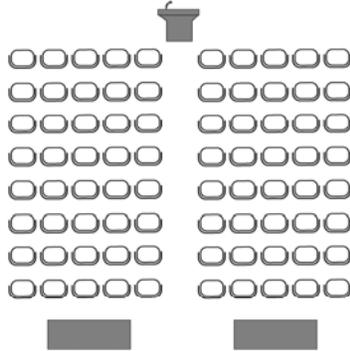
Banquet



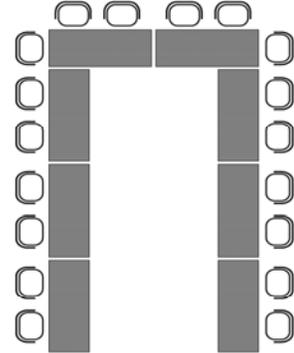
Classroom Style



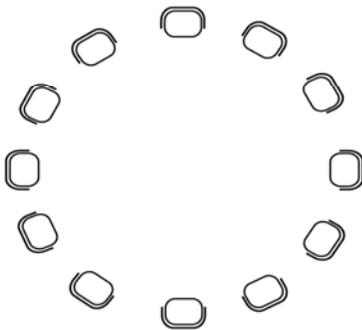
Theater Style



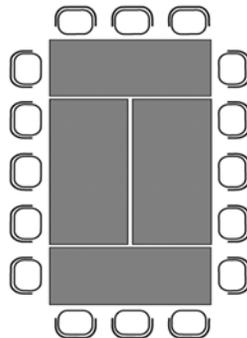
Boardroom Style



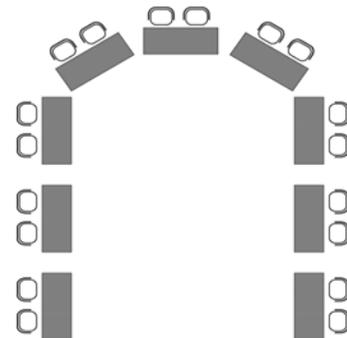
Circle Group



Meeting Room



Display Tables



Commercial Kitchen Policy: The commercial kitchen is not available to the general public. (There is a warming kitchen in Panorama Room available to renters.) Professionals must provide a current catering/business license and proof of liability insurance (no exceptions). All kitchen users must complete a kitchen orientation and walkthrough before signing a contract. It is the responsibility of all users to thoroughly clean the kitchen, including the floor, after each use. Trash, recycle, and compost materials must be disposed of as well.