

City of Boulder Senior Services

Rental Information and Guidelines

(Notice: These guidelines and fees are subject to change without prior notification)

Contact Information

West Senior Center: 909 Arapahoe Ave, Boulder, CO 80302 **Phone:** 303-441-3148

Website: www.BoulderSeniorServices.com **Email:** SeniorFacilities@BoulderColorado.gov

Rental Procedure

You must be at least 21 years old or older to reserve a room. The Facility Rental Request Form must be completed and returned before a rental contract can be generated. Please visit our website at www.BoulderSeniorServices.com to complete the form, or the information may be provided in person or over the phone. Rooms and rental information is included on the form. All rooms may be reserved until 10 p.m.

Rental Fees and Payments

Please refer to the Facility Request Form for room rental fees. A room deposit and a partial or full payment is due at contract signing. Final payment is due 30 days prior to the event/meeting. If the meeting or event is booked inside of 30 days, then full payment is due at contract signing. The city of Boulder accepts the following payment methods: cash, check (made out to City of Boulder), VISA, MasterCard, American Express, and Discover card.

Security/Damage Deposit

A \$300 refundable deposit is required for all social events of 60 people or more. The room deposit is required at the time of booking. The senior center staff on duty will inspect the room at the end of the event. If there are no damages, excessive cleaning needs, or late fees, the deposit will be returned 10 to 14 days after the event. Please note that the deposit is non-refundable if the room reservation is cancelled less than four months prior to the event.

Cancellations

Cancellation of a room rental (that does not require a deposit) must be received 10 business days before the scheduled event date to receive a full refund, otherwise, full payment is forfeited. If a room is booked inside of 10 business days, no refund will be given for a cancellation. Cancellations without proper notice will revoke reservation privileges.

Room Reservations

A room may be booked up to three months in advance. Senior Services programs have priority over all room rentals. Rooms are available on a first-come, first-serve basis, and may be adjusted by the Senior Services staff without prior notice.

Catering/Food Services

All caterers and food service companies must be approved by the Operations Manager before serving at the Senior Center. It is the responsibility of all users to thoroughly clean the rented room(s) and floors after use. Trash, recycle, and compost materials must be disposed-of properly, in the waste/dumpster area outside. The City of Boulder is a zero waste facility and all rentals must comply with this policy. When the meeting/event is completed, staff will walk through the rented space with the responsible party and complete a check-list to ensure the cleaning is complete.

Supervision

A Facility Attendant will be assigned to the event. Youth ages 17 or younger must be supervised by an adult that is at least 21 years old. For youth activities, there must be 1 adult for every 10 youths present. Supervision must be provided in all rooms where those 17 or younger are present.

Denial of Request

The Senior Services Division Manager and Operations Manager reserve the right to refuse approval for the use of meeting/event rooms by any user or group when it is deemed that such action is necessary and in the best interests of the city of Boulder Senior Services. The use of meeting rooms may also be denied for the following reasons:

1. Requested activity would interfere with the ongoing operations of the senior center facility, or official city business.
2. Proposed activities that are inappropriate for the size or physical features of the room.
3. Prior misuse or abuse of privilege to use any city buildings, facilities, or equipment may result in the denial of future use to any individual or group.
4. Conducting illegal activities or engaging in activities that disturb the peace or risk injury to individuals or city property.
5. Failure to follow Senior Services Facility Guidelines and Rules.

Commercial Transactions

No commercial activities are permitted on Senior Services property without the prior approval of the Senior Services Division Manager. This includes gambling, promoting a business, selling items, conducting auctions, raising or collecting funds, or charging admission.

Tobacco and Tobacco Products

Tobacco, marijuana, and tobacco products are prohibited in all Senior Services Facilities and on the municipal campus.

Alcohol

Service of alcohol is not permitted at the West Boulder Senior Center.

Renter's Responsibilities

- No open flames, candles, etc.; battery or electric versions are approved for use.
- All renters must remove all personal property at the conclusion of the event, and vacate the property.
- No storage is available for food or other event items. No exceptions.
- Extension cords are provided if requested in rental request form; however, no electrical changes may be made to the building.

Decorations

- All decorations must be approved by the Senior Services staff.
- The decorations may not be affixed to the walls, except with painter's tape.
- Ladders and step-ladders are not available.
- Absolutely no rice, bird seed, sawdust, sand straw, confetti, etc. may be used or brought in the building.

Tables and Chairs

Tables and chairs are provided by Senior Services and are not permitted outside. Linens and tablecloths are not provided.

Available at West Center

25 rectangular six-foot tables - seat six

20 square card tables - seat four

125 chairs