Boulder Senior Services

FACILITY RENTAL REQUEST FORM

West Boulder Senior Center
909 Arapahoe Ave, Boulder, CO 80302
Telephone: 303-413-7487, **Fax:** 303-413-7495
Email: SeniorFacilities@BoulderColorado.gov
Website: www.BoulderSeniorServices.com

Contact Person		Group/Organization Name (if applicable)
Address		
Street:		
City:	State:	Zip:
Telephone Numbers		**Email Address**
Phone:	Alt Phone:	
Event/Meeting Description		**Expected Attendance**
Requested and Alternate Date		**Times** (must include your set up and clean up time)
Requested Date:	Alternate Date:	Start: Finish:

Room Request/Room Fees (per hour)				
Please check	WEST CENTER 909 Arapahoe Ave	Standard Rate	Non-Profit Rate	Capacity
☐	Creekside Theater Room	$75	$50	75
☐	Spring Brook Room	$30	$20	8
☐	Four Mile Room	$55	$40	30
☐	Boulder Falls Room	$55	$40	30

Equipment (to be included in rental)	
AV Cart (DVD player/TV)	Yes ☐ No ☐
Podium with microphone	Yes ☐ No ☐
Projector screen	Yes ☐ No ☐
The Senior Center **does not** have a projector available for renters' use. Renter must provide their own computer equipment for presentations.	
Catering	Yes ☐ No ☐

Room Rental fees are calculated from start time to finish time, which **must include** the set up and clean up time. A contract will be drafted once your Rental Request Form has been processed.
The room rental will be confirmed once the contract is signed and payment has been received.

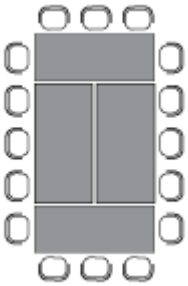
Rooms are available on a first-come, first-serve basis, and may be adjusted by the Senior Services staff without prior notice. These guidelines and fees are subject to change without prior notification.

☐ **By checking this box, you agree you have read and accept the Rental Guidelines.**

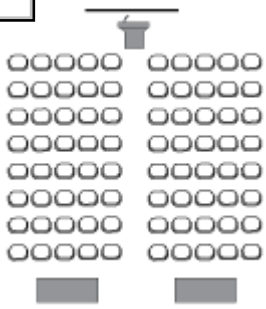
Please continue to next page for room set up options.

Room Set Up Options (please check desired option)

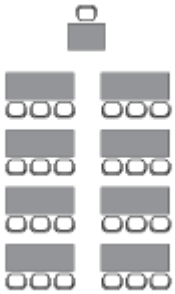
☐ **Meeting Room**



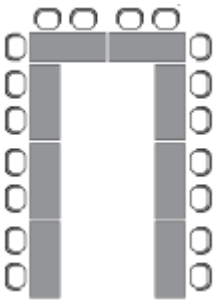
☐ **Theater Style**



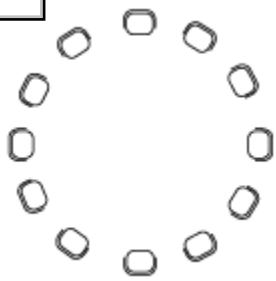
☐ **Classroom Style**



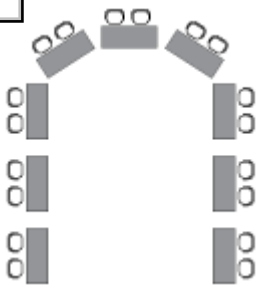
☐ **Boardroom Style**



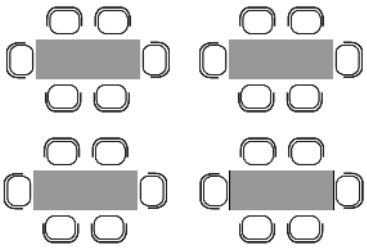
☐ **Circle Group**



☐ **Display Tables**



☐ **Banquet Style**



☐ **Custom Set Up** (please describe below)

Please email your completed form to ***SeniorFacilities@BoulderColorado.gov*** or print and fax to **303-413-7495**.

Clear Form | Save Form | Submit Form

Updated January 2015