

# CITY OF BOULDER

## EAST BOULDER COMMUNITY CENTER

### RENTAL POLICIES

#### Rentals

- All rentals are scheduled on a first-come, first-serve basis. A facility use application must be completed in full to start the process.
- Reservations will not be considered final until approval is granted and the payment is received in full.
- The East Boulder Community Center is a Designated Emergency Shelter for the City and County of Boulder. In case of a community emergency, we reserve the right to terminate a rental/event with or without prior notice. All deposits and/or fees will be returned in full.
- A minimum of two (2) hours is required when renting a meeting room. 1.5 hour minimum is required for activity area(s). (ex: dance room, gymnasium)
- **Room Set-up Policy:** Facility rental diagram must be submitted 30 days prior to rental date. All final changes must be submitted 14 days prior to event date. Changes submitted 13 days or less from event date will not be accepted.
- The renter must pay for all time spent in the rented room, including set-up and clean-up time.

#### Facility Use

- Use of tobacco products is prohibited in the Community Center.
- Unusual rowdiness or instances of physical/verbal abuse to a staff member, patron, or City property may result in immediate termination of the event.
- The area(s) designated on the Facility Rental contract form will be the only area(s) which will be utilized. (Men's and women's restrooms are the exception).
- The responsibility of City of Boulder 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.
- The service and consumption of food and drink shall be confined to designated areas.
- The reservation holder must be present at the facility during the hours of approved use.
- It is the responsibility of the renter to provide all his/her own decorating supplies and utensils, clear and properly dispose of all trash in the rental area 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.
- Decorations shall not be affixed in any manner to painted drywall surfaces in the center. Only blue painter's tape may be used on the concrete walls. NO duct, packing tape or staples.
- Rice, confetti, birdseed, etc., shall not be used in or around the premises.
- Music and noise must be kept at reasonable levels, especially during operating hours for public use.
- No open flames including candles. Battery or electric versions are approved for use.
- No fog machines allowed as they set off the fire alarm.
- The City of Boulder is not be responsible for lost or stolen articles by an individual, group, or organization.
- 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.
- Rental of the ballroom or classrooms does not include usage and/or admission to the Community Center.
- Tables and chairs are provided and are not permitted outside, including the patio. Linens and tablecloths are not provided.
- Youth ages 17 or under must be supervised by an adult that is at least 21 years old. Youth activities must be one adult for every 10 youths present. Supervision must be provided in all rooms where those 17 or under are present. Children may not be left unattended.
- All facility sporting equipment must be returned in an organized manner. (ex: volleyball equipment must be returned to proper storage closet and put back in an organized manner)

#### Alcohol

- **Alcohol Policy:** Alcohol is **not** allowed in any part of the recreation center wing of the Community Center. Beer and wine may only be served at contracted events by a hired licensed professional bartender. No cash bars or cash may be exchanged except for bartender tips. The bartender is required to serve the beer and/or wine during the event. The renter must hire and schedule the professional bartending service at the time of contract. A copy of the bartender's license must be submitted and on file before any alcoholic beverage can be served. No admission fees or charges may incur on East Boulder Community Center property. The alcoholic beverages must remain within the rented space. It is the renter's responsibility to ensure that their guests do not over-consume alcohol, or serve alcohol to minors; therefore, the licensed bartender is required.

## **Kitchen**

- Use of stove, oven, microwave, or sink in the Panorama room is only allowed to the group renting the Panorama room.
- **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 an orientation and walk through before signing a contract. It is the responsibility of all users to thoroughly clean the kitchen, including the floor, after each use. Trash, recycles, and compost materials must be disposed of as well.

## **Commercial Transactions**

- No commercial activities are permitted on EBCC property without prior approval from management. This includes gambling, promoting a business, selling items, conducting auctions, raising or collecting funds, or charging admission.
- Usage of the facility does not imply the City's endorsement of the type of meeting, group, or beliefs.

## **Event Publicity and/or Invitation**

- All marketing materials for rental events must be approved by city which includes invitations, marketing items or other types of communication media. Items must be approved by EBCC management 15 days prior to printing for release and/or distribution of items. Failure to present this information may result in immediate denial of the rental request.
- All publicity items must include the following statement: \*No endorsement or affiliation is intended or implied by the City of Boulder.

## **Senior Center Lobby & Patio**

Patio area can be added to an existing rental for an additional fee. The lobby cannot be rented.

- Please be aware that the lobby and patio are shared spaces. Renters are asked to be respectful of other renters in these areas.
- Absolutely no food or drink in lobby.
- People may sit and use the lobby to visit with each other.

## **Clean Up**

- Clean-up is the responsibility of the renter, group, or organization. Clean-up includes wiping tables and chairs.
- All trash must be placed in designated bins located within the area being rented.
- Clean any large spills or messes immediately. Please contact a facility staff member if supplies are needed.
- If kitchen is rented, clean all surfaces and remove all trash from the kitchen area.
- Within reason, the facility should be left in the same condition as it was received.

## **Deposits, Cancellations, Administrative Fees & Refunds**

- Room deposit and full payment are 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 when event is booked. Failure to pay 30 days prior to rental date will result in the cancellation of rental agreement.
- A security/damage deposit of \$100.00 may be applied to your rental. A \$300.00 deposit for a group 60 or more at the Community Center will be applied to each rental. If the security/damage deposit is to be refunded, the deposit will be returned to its initial payer within 2-4 weeks after the rental.
- Additional staffing fees of \$25.00 an hour may be applied to your rental.
- **Cancellations and Transfer Policy:** Full refund (minus admin. fees) up to 30 days prior to rental date. 50% refund from 29 days to 14 days before rental. NO REFUNDS or TRANSFERS 13 days prior to rental.
- There will be a \$15.00 administrative charge to make any changes to your rental.