

APPLICATION FOR FACILITY USE - EBCC

www.BoulderParks-Rec.org

East Community Center – 5600 Sioux Dr, Boulder, CO 80303

Phone: (303) 441-4400 Fax: (303) 413-7479

Email: EBCCfacilityrentals@BoulderColorado.gov

Office Use:
 Date: _____
 Time: _____
 Staff: _____

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

Applicant Name: (must be 21 years old)		Today's Date:
Applicant Address:		
Phone Number:	Alt Phone:	Email Address:
Event Title/Meeting Name:	Expected Attendance:	Food/Beverage Service (Catering) Yes: _____ No: _____
Requested date:	Alt date:	Start Time: _____ Finish Time: _____
Group/Organization Name (if applicable)		Type of Function

Room Request/Room Fees (per hour)					
Check	Room Name	Dimensions	Capacity	Standard	Non-Profit
East Boulder Community Center Rental Room					
	Ballroom	40x80'	175	\$150.00	\$125.00
	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
East Boulder Community Center Active Areas					
Check	Room Name	Dimensions	Capacity	Resident	Non-Res.
	Gymnasium - Full			\$80.00	\$90.00
	Gymnasium - Half			\$40.00	\$45.00
	Climbing Wall w/instructor			\$60.00	\$75.00
	Dance Room			\$35.00	\$44.00
East Boulder Community Center Aquatics Area					
Total	Lap Pool (1 Lane)			\$22.00	\$28.00
	Leisure Pool (1 Pod)	< 20 youth, \$4.50 ea. >20 youth, \$3.80 ea.			
	Birthdays Party: 2 hour room rental - ages 5			\$125.00	\$156.00
	Birthdays Party: 3 hour room rental - ages 5			\$187.50	\$235.00
	Birthdays Party: 2 hour room rental - ages 6+			\$125.00	\$156.00
	Birthdays Party: 3 hour room rental - ages 6+			\$187.50	\$235.00

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 <59 \$100
<input type="checkbox"/>	Security Deposit >60 \$300
<input type="checkbox"/>	Staffing Fee \$20/hr
Additional Notes:	

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 Boulder will be obeyed. I am 21 years of age or older and I have read the User Agreement, and the Room Rental Agreement on the reverse side of this form.

By checking this box, I agree to the Users Agreement above. Date: _____

For Office Use Only						
Fee Classification:		<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Profit	<input type="checkbox"/> City
Fees	\$ _____ per hour x hours = \$ _____	Security Deposit \$ _____		Date Received: _____		
	\$ _____ per hour x hours = \$ _____	Add-ons \$ _____		Rental Number: _____		
Date Due: _____	Total Due = \$ _____	Insurance Required: _____		Deposit Returned Date: _____		
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 room may be booked up to 3 months in advance. City programs have priority over all room rentals. Rooms are available on a first-come, first-serve basis, and may be adjusted by the Recreation Center staff without prior notice.
3. A minimum of two (2) hours is required when renting any part of the Community Center.
4. A room deposit and a partial or 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 at contract signing. Failure to pay 30 days prior to rental date will result in the cancellation of rental agreement.
5. A security deposit of \$100.00 for a rental group with 59 or less, \$300.00 for a group 60 or more at the Community Center will be applied to each rental. If the damage deposit is to be refunded, the deposit will be returned to the initial payer of the deposit within 2-4 weeks after the rental. The City of Boulder will issue by check or credit a charge account. No cash refunds will be processed.
6. **Cancellations:** Cancellation of a rental 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.
7. **Alcohol Policy:** Alcohol is **not** allowed in any part of the active wing of the Community Center. Service of alcohol is not permitted at events which cater to minors or children. Beer and wine only may 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.
8. Tobacco and tobacco products is prohibited in the Community Center.
9. Use of stove, oven, microwave, or sink in the Panorama room is only allowed to the group renting the panorama room.
10. **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.
11. **Commercial Transactions:** No commercial activities are permitted on the East Boulder Community Center property without the prior approval of Management. This includes gambling, promoting a business, selling items, conducting auctions, raising or collecting funds, or charging admission.
12. Unusual rowdiness, physical/verbal abuse to a staff member, patron, or City property may result in immediate termination of the event.
13. 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).
14. 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.
15. The service and consumption of food and drinks shall be confined to designated areas.
16. The reservation holder must be present at the facility during the hours of approved use.
17. 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.
18. 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.
19. 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.
20. Rice, confetti, birdseed, etc., shall not be used in or around the premises.
21. Music and noise must be kept at reasonable levels, especially during operating hours for public use.
22. No open flames, candles, etc. Battery or electric versions are approved for use.
23. The City of Boulder will not be responsible for lost or stolen articles by an individual, group, or organization.
24. 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.
25. Rental of the ballroom or classrooms does not include usage and/or admission to the Community Center.
26. Tables and chairs are provided and are not permitted outside. Linens and tablecloths are not provided.
27. 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.
28. Facility rental diagram must be submitted two weeks prior to rental date.