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
East Senior Center: 5660 Sioux Dr, Boulder, CO 80303 **Phone:** (303) 441-4150
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 10p.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 4 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 a year 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 Centers. Proof of liability insurance and food service business license must be current and included with the room rental contract paperwork before using the commercial kitchen at East Senior Center. No exceptions. All caterers must complete an equipment orientation before using the elements. It is the responsibility of all users to thoroughly clean the kitchen, equipment, 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.

The East commercial kitchen is not available to the general public. A warming kitchen (which includes: a stove top, oven, microwave, refrigerator, sink, and counter space) is available in the Ballroom (Panorama section).

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 and tobacco products are prohibited in all Senior Services Facilities. Smoking and chewing designated areas are provided outside the building.

Alcohol
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 at Senior Services before any alcoholic beverage can be served. No admission fees or charges may incur on Senior Services 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.
Signs will be displayed by the Senior Services Facility Attendant indicating "Private Event, No Alcohol Beyond This Point." All alcohol must be removed from the premises at the completion of the event.
A $300.00 deposit is required for all rentals requesting alcohol to be served, no matter how many attendees.

Renter's Responsibilities

- No open flames, candles, etc. Battery or electric versions are approved for use.
- Only on-duty service animals are allowed.
- No cleats, taps, or black-soled shoes are allowed on the wood floor.
- Facility Attendants or Custodians are not available for individual use.
- All renters must remove all personal property at the conclusion of the event, and vacate the property.
- No storage is available for food, alcohol, or other event items. No exceptions.
- A stage is not available, however many rental companies offer stages.
- Extension cords are provided, 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. Only blue painter's tape may be used on the concrete walls.
- Ladders and step-ladders are not available.
- Absolutely no rice, bird seed, sawdust, sand straw, etc. may be used or brought in the building for use as confetti.
- No open flames, candles, etc. Alternative battery or electrified candles are permitted.
- Decorations supplies must be provided by the renter.

Tables and Chairs

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

<u>Available at East Center</u>
20 round 5-foot tables - seat 8
25 rectangular 6-foot tables - seat 6
20 square card tables - seat 4
200 chairs

<u>Available at West Center</u>
15 rectangular 6-foot tables - seat 6
15 square card tables - seat 4
125 chairs

Rules of Conduct

All renters and patrons are subject to the HHS/ Senior Services Facility Guidelines and Rules. Order must be maintained by the group using the facility. If order is not maintained, the police will be contacted and the event suspended or terminated. No refunds will be made if early event termination is conducted.