

METRO DISTRICTS

Multi-purpose room rental agreement **OUT OF DISTRICT**

The multi-purpose room is available to rent for hosting private parties and/or meetings during the day or night. To rent the multi-purpose room, please review this agreement to make sure you agree with the terms for a rental. If you agree with the terms of the agreement, then go to the STMD web site and look at the District calendar on the tool bar to the right and see if the date you are looking to have your event is available. **No private parties/meetings will be scheduled for Memorial Day weekend, the Fourth of July and/or Labor Day weekend.** (Kitchen area is not part of the rental)

All reservations are on a first-come basis. Cost of rental (Check) must accompany page 5 of the "Multi-purpose room rental agreement". **Parties/meetings must be arranged a minimum one week in advance** with the Districts. This **Agreement is for the multi-purpose room only**, not the kitchen during the pool season, grand hall area or the pool area. **Please note; the Community Center is open to the public from 4:00 am to 10:00 pm every day.**

During the day, you can use the grand hall area, but not exclusively due to it is open to all residents.

Once a date and time is determined you can e-mail or phone the District office to put the rental on "hold" for up to 5 days. **During these 5 days, you must turn in page 5 of the multi-purpose room agreement with your check to the Districts.**

Place page 5 of this agreement and your rental check in the drop box outside the Community Center and/or by mailing to the District office. If agreement and payment is not received within five (5) working days, rental will be cancelled and multi-purpose room available for others to rent.

Once the District office has received page 5 of the rental agreement and payment for the room rental, an e-mail will be sent to you confirming the rental date. **** If you change rental dates and/or times, you must send in a new rental agreement with updated information. **** A few days before your rental date a door code will be e-mailed to you.

If you wish to rent the multi-purpose room and an area of the pool you must fill out the Pool Party Agreement for a day party and pay all fees associated to the pool agreement. If you are going to use the pool as part of your event, guest fees for the pool do apply. **Guests at the pool are limited.**

Multi-purpose rental agreement for private party/meeting's policies:

- **Renter must be a District resident** in good standing with the District. (No outstanding taxes, O and M fees, no covenant issues)
- The Community Center is open to all residents during your rental of the room. (You are renting the room only)
- **Renter must be a District resident and in attendance for the duration of the party/meeting in the multi-purpose room.**
- Rental time includes set up time and clean up time, if you need more time for these items rent room for more time.
- Reservation for the Private party/meeting will be confirmed by e-mail after agreement, payment is received.
- **If you change rental dates and/or times, you must send in a new rental agreement with updated information.**
- Reservations in the multi-purpose room for private parties/meeting are accepted on a first-come basis.
- Don't have your relatives and/or friends that are not District residents calling to rent the facility under your name.
- Rental fee is required to be at the District office within 5 days of the reservation.
- Multi-purpose room must be vacated per the agreed time.
- Not out by agreed/agreement time results in \$25.00 fee every 15 minutes.
- The renter will be issued a door code to the multi-purpose room, roughly (24) Twenty-four hours prior to the event.
- Multi -purpose room is not rented past 12:00 am (Midnight).
- Room rentals cannot be booked more than 5 months in advance.
- Multi-purpose room is not rented to anyone under the age of (21) twenty-one.
- Weather: Keep in mind on early morning events or late-night events, Snow/Ice removal might not be completed. Use extreme caution when entering and leaving events.
- Please keep in mind the fitness area/the Grand hall area is open from 4:00 am to 10:00 pm everyday to all District residents during these hours. (Kitchen area is not part of the rental during the pool season)
- The grand hall area is open to District members from 4:00 am to 10:00 pm every day. During the day, you can use the grand hall area, but not exclusively due to it is open to District members.
- **Agreement for the multi-purpose room only.** Does not include kitchen during the pool season, (**Separate agreement and cost for day pool parties – very limited number of guest are allowed to use the pool**)
- The chairs and tables in the multi-purpose room are available for you to use. The tables and chairs are placed on the floor and/or stacked on top of each other or even placed outside; stating this WIPE DOWN tables before usage. If

Multi-purpose room rental agreement

additional chairs/tables are needed you will need to supply and set up yourself, and setting up of any equipment for your event:

- If residents/guests from the party use the pool (with pool agreement in place) during normal pool hours of operations, residents/guests must check in with guards showing proof of pool membership and/or pay guest fees if they apply.

Number of pool guests is limited.

- Be advised Community Center is monitored by cameras.
- Kitchen area, concession stand (Café area) area may not be part of the rental agreement.
- **Kitchen area, concession stand (Café area) area during the Pool season is not included in the room rental which is starting the forth Monday of May and ending the second Sunday of September no Kitchen usage.**
- If you need water for your event; bring your own water or use restroom tap water as source during the pool season.
- No cooking grills are allowed on Community Center/Pool grounds.
- Renter will inspect multi-purpose room/ adjacent restrooms prior to usage and report any issue before event.
- The renter is responsible for the multi-purpose room and restrooms across the hall from the multi-purpose room.
- Renter will not adjust thermostat for event. (Issues with thermostat; call after hours number: 970-412-1440)
- Renter agrees to limit the number of guests in the multi-purpose room to 46 total occupants.
- Private parties/meeting will not over flow into the Community Center parking lot.
- Renter agrees to no smoking of any kind (Cigarettes, Cigars, Hemp, etc.) in the multi-purpose room or anywhere one the Community Center & Pool grounds.
- No small nails or tacks are to be used on the walls.
- Any tables and chairs used in the multi-purpose room must be cleaned and but back in the order you found them, Tables and chairs are normally staked to one side of the room. (Please wipe down tables before use and after use, they are stacked outside sometimes)
- The renter, while in possession of the door code to the multi-purpose room, accepts all liability from damage, accidents or injury, which occurs in the multi-purpose room and /or the Community Center property, absolving STMD/SWTMD of any and all liability.
- All STMD/SWTMD rules are to be observed at all times. The Renter is responsible for informing party/meeting attendees of the rules in this agreement and any rules for the Community Center/Pool area.
- Excessive noises are not permitted. Renter is responsible for excessive noises, if Police are called.
- It is the responsibility of the renter to clean up at the end of the party/meeting and inspect for any damages.
- Any and all damages will be reported to the Districts, and will be the responsibility of the renter for repairs.
- **Janitorial services are not included with this agreement.**
- All clean up in multi-purpose room should be completed by rental time agreed on. **(Rent for extra time if needed for cleaning)**
- The Renter will be responsible for personal belongings left in the multi-purpose room.
- Food drink may be served and consumed in the multi-purpose room/Community Center area.
- If renter serves alcohol at the party/meeting, the renter will adhere to all Town, County, State and Federal regulations of the serving of alcohol. (No alcohol to anyone under the age of 21, all adults must have valid I.D.)
- No alcohol is allowed outside of the Community Center and alcohol is not allowed in the Pool area. *(Local laws prohibit consumption of alcohol in public places)*
- Any professional cleaning needed after your event will be charged back to the renter.
- The renter agrees to reimburse STMD/SWTMD for all repairs within (30) thirty days.
- The multi-purpose room and adjacent restrooms will be cleaned and all trash removed from the party/meeting, includes removing all decorations. Cleaning the halls to the restrooms, the restrooms, floors and the surrounding area. Take all trash from your event to the dumpster in the enclosure on North side of parking lot.
- Renter agrees to turn off all running water and lights before leaving the multi-purpose room/adjacent restrooms.
- If we have an issue you will need to correct within 24 hours or you may be billed for damages and/or clean up.
- Community Center does have wi-fi; wi-fi may not always work due to router, weather and utility outages.

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- If you are setting up videos, movies, music and or computers for your event the District does not supply any IT services or any assistants for this. You are more than welcome to look at the TV set up and see if it will work with what you are wanting. **TV's are not set up for wi-fi or streaming, you would hook your device to the TV's.**
- **Fire Pit:** Fire Pit may not always work due to weather and maintenance schedule.
- The timer for the Fire pit is just a few feet north of the concession stand window inside the plastic box attached to the wall. Lift the plastic cover upwards to get access to the timer. Turn the timer on passed the ten (10) minute mark on the timer or to the time that you want. **Do not touch the gas value in fire pit.**
- **Fire Place:** The fire place remote is to the left of the fire place attached to the wall. To turn on the fireplace: Leave remote in place.
 - A. Touch the red power button once to get the remote out of sleep mode.
 - B. Once the remote is out of sleep mode: Push the power button once, the fire place will start in less than 1 minute. Remember to turn off the fire place when you leave.
 - C. If needed, touch the red power button once to get the remote out of sleep mode. Turn off the fire place hit the button once when out of sleep mode.

**** Make sure you know the Community Center and pool address for any emergency ****

In case of emergency call 911: The facility name and address is:

Community Center & Pool * 6000 Summerfields Parkway * Timnath, Colorado 80547

Cancellation policies: Providing all terms and conditions are met on this agreement.

If you change rental dates and/or times, you must send in a new rental agreement with updated information, rental agreement is considered cancelled until District receives new rental agreement with new dates and times.

Date and times changes are not done over the phone.

Parties/meetings cancelled prior to (48) forty-eight hours before agreed time will be refunded in full. If not within 48 hours' rental fee will be retained. (Please allow up to seven working days for any refunds)

- Parties/meetings cancelled within forty-eight hours of agreed time will lose rental cost that was agreed on.
- Parties/meetings cancelled due to extreme bad weather, plumbing, fire and or acts of nature will be re-scheduled or full refund returned to the renter.
- There will be no refund if party/meeting is stopped by the police and or the District due to illegal activities or breaking any part of the rental agreement.

Multi-purpose room recommended cleaning list.

We rely on all renters to clean the multi-purpose room and adjacent restrooms after your event; this will help keep the multi-purpose room looking good and keep the cost down. We don't use a custodial service to do this work for you. Please help us keep the multi-purpose room looking good after your event. We have made a check list to help guide you on your final cleanup of the multi-purpose room. This is a guide line; please make sure all of your messes are cleaned up.

- Remove all decorations, Remove all personal belongings.
- Wipe down and clean all counter tops, walls, tables and chairs. Sweep all floors & vacuum any carpets/runners.
- Arrange and straighten chairs/tables to original placement in multi-purpose room.
- Arrange and straighten chairs/tables to original placement on patio if in place. (If used for event)
- Arrange and straighten chairs to original placement around fire pit if in place. (If used for event)
- Clean adjacent restrooms, including emptying trash and checking to make sure nothing has been changed.
- Remove all trash from premises. Take your trash to the large trash container on north side of parking lot.
- Make sure all water has been turned off in both bathrooms.
- Please notify STMD/SWTMD of any wall or carpet stains which occurred during your event.
- Put back cleaning supplies and vacuum. (Lower unlocked cabinet)
- Turn off all lights in area rented. Turn off fire pit if used and turn off fire place if used.
- Lock and secure all doors to the multi-purpose room and all doors to the Community Center after evening events.

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Information on the room.

1. Keep in mind if you have an evening rental, that the Community Center is open to the residents of the Districts.
2. **Stereo**; we do not have a stereo in the room, but we have speakers in the ceiling for you to use. An auxiliary cord is **hanging out of the wall under the north T V**.
3. The auxiliary cord under the north T V goes to the speakers in the ceiling. Plug in your smart phone or music device and then use your smart phone or music device to control your music. **If sound does not come on, go to the wall/light switch by the north door. Tap the button marked stereo and then you should be able to hear your music. (Adjust sound as needed)**
4. **T V's mounted to the wall:**
 - A. The south Television is connected to Comcast Business basic cable T V.
 - B. The north Television is connected to a DVD Player.
 - C. If you want to watch cable TV or something on the DVD player on either TV, turn the power on to the TV by pushing the **power button once on the lower right side of the TV**, and wait about 15 seconds and the TV will go on. (When you're done watching TV, **push the power button on the lower right side of the TV to turn off**)
 - D. SOUTH TV: Remotes are below the TV on the black shelf. The north TV has the Cable TV remote, which will work once you turn the TV on, by pushing the power button on the right side of the TV. **(Cable TV converter box not in room, a sensor is on the TV that goes back to the cable converter box.)**
 - E. NORTH TV: The remotes for the DVD player and TV are below the TV on the black shelf. One remote is for the DVD player, the other remote is for the TV if needed. The TV should already be on the proper input for the DVD player, which is HDMI 2.
 - F. Community Center does have Wi-Fi; Wi-Fi may not always work due to router, weather and utility outages.
 - G. If you are setting up videos, movies, music and or computers for your event the District does not supply any IT services or any assistants for this. You are more than welcome to look at the TV set up and see if it will work with what you are wanting.
 - H. District does not supply any TV, computer, stereo cords or any auxiliary/ communication cords. If you need any kind of auxiliary/ communication cords you must supply.
5. The micro wave in the Multi-purpose room is free to use for your event, please cleaned if used.
6. The refrigerator/freezer in the Multi-purpose room is free to use for your event, please cleaned if used.
 - A. The concession prep area is available with your multi-purpose room rental if renting from September 15th through the third Sunday of May. (Pool/summer season the kitchen area is leased out and you cannot use) The door to the concession prep area will be left open for access from the multi-purpose room; the other door (South sliding door) will remain locked. (Doors will be locked during the pool season)
 - B. Kitchen prep area when available has a refrigerator and a freezer, along with another micro wave. There is also a sink with hot and cold water. **No stove in this area or in the Community Center.**
7. Trash; please take all of your trash out to the dumpster in the parking lot, when cleaning up after your event.
8. Fire place and Fire pit see instructions on counter or in the lobby area.
9. Items in the multi room: (Please wipe down tables before use and after use, they are stacked outside sometimes)
 - A. There are 12 small 4-person tables. (32" sq.)
 - B. There are 46 chairs.
 - C. There are 3 large folding tables (4' by 8').
 - D. There are 2 small folding tables. (2' by 4')
 - E. Refrigerator/freezer in Multi-purpose room
 - F. Vacuum.
 - G. Cleaning supplies in lower cabinet.
 - H. One auxiliary cord in north wall for music.
 - I. 3 small trash cans.
 - J. Micro wave in the Multi-purpose room.

Rental room is 29 feet by 23 feet.

In case of emergency call 911: The facility name and address is:

Community Center & Pool * 6000 Summerfields Parkway * Timnath, Colorado 80547

Multi-purpose room rental agreement

Hours and cost for the multi-purpose room to Out of District members:

Multi-purpose room can be rented from 8:00 am to 12:00 am (Midnight) daily. (Does not include kitchen area in the summer)
You are renting the multi-purpose room only; the rest of the Community Center is open to residents during from 4:00 am to 10:00 pm.

Rental rate is a minimum of three (3) hour rental for \$240.00. Additional rental time/hours are \$80.00/hour.

Deposit: Not required at this time. **Rental time includes your set up time and cleaning time.** (Rent for more time if needed)

**** Not out by agreed rental time, results in \$25.00 fee every 15 minutes ****

When renting the multi-purpose room, please make **rental check payable to STMD or SWTMD**: No deposit needed at this time.

Describe the purpose for renting the facility and describe any activities that will be conducted:

Multi-purpose room must be vacated per the agreed time. (Not out by agreed time results in \$25.00 fee every 15 minutes.)

Date of event: ____/____/____ Start Time of event: ____: ____ Finish time of rental: ____: ____

If you change rental dates and/or times, you must send in a new rental agreement with updated information, rental agreement is considered cancelled until District receives new rental agreement with new dates and times.

Date and times changes are not done over the phone.

Number of guests attending: _____ * Minimum three (3) hour rental * **Extra time for rental:** _____ Hours

Total rental time: _____ **(Includes set up time and clean up time)** **Total rental cost:** \$ _____

Total rental time cost is number of hours' times \$80.00 (Minimum three (3) hour rental is required)

I, _____ (**Renter/print name**), who for this form "Multi-purpose room rental agreement" will be known as "Renter" does agree to the following terms and conditions set forth in this 5-page agreement by South Timnath Metro Districts and Southwest Timnath Metro Districts. ("STMD/SWTMD"), the Town, State and Federal laws and regulations for the purpose of renting **the multi-purpose room at 6000 Summerfields Parkway, Timnath, Colorado 80547** for this document will be known as "Multi-purpose room", for private parties/meetings.

Out of District Renter:

Sign: _____

Date: ____/____/201____

Print name: _____

Phone Number :(_____) _____

Address: _____

E-mail: _____

Timnath, Colorado 80547

South Timnath Metropolitan Districts or

Southwest Timnath Metropolitan Districts

Sign: _____

Sign: _____

Print Name: _____

Print Name: _____

6000 Summerfields Parkway (Facility address)

6000 Summerfields Parkway

Timnath, Colorado, 80547

Timnath, Colorado, 80547

STMD Office Phone: 970 - 225- 1515

SWTMD Office Phone: 970 - 488- 2820

E-mail: manager@southtimnathmetrodistrict.com

E-mail: manager@swtmd.com

After Hours Emergency #: 970-412-1440

After Hours Emergency #: 970-412-1440

In case of emergency call 911: The facility name and address is:

Community Center & Pool * 6000 Summerfields Parkway * Timnath, Colorado 80547