



STRASBURG PARKS & RECREATION DISTRICT

1932 Burton Street • Strasburg, CO 80136 • www.strasburgparks.org
(303) 622-4260 phone • (303) 622-9759 fax

FACILITY RENTAL AND KEY AGREEMENT

DATE: _____

I, _____, request the use of the Strasburg Parks and Recreation District (SMPRD) indicated facility for the dates listed below. I agree to return the key within 24 hours after the last date scheduled. I promise not to lend it out to anyone or duplicate the key I have been entrusted with. I understand that if SMPRD feels that trust has been broken in any way, the damage deposit will not be returned and all future requests of use will be denied.

I understand that I will be charged \$30 per hour (Strasburg residents) and \$40 per hour (out-of-district), or \$150 per day (Strasburg residents) and \$200 per day (out-of-district) for facility usage. I will make a separate refundable damage deposit of \$200. I understand that if the facility is left in the same or better condition, **and the key is returned**, the \$200 deposit will be refunded. I understand and agree to abide by the rules and regulations set forth by the Board of Directors (see page two).

With 24 hours notice, the District can cancel or change requested dates. I understand that if I choose to cancel my reservation, it must be done at least 24 hours prior to the reservation, or I will get charged for the time frame in which I reserved the facility.

FACILITY REQUESTED: _____

DATE(S) REQUESTED: _____

SET-UP TIME: _____ EVENT TIME: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

*Signature _____ Date _____

Agreement Authorized by: _____

DEPOSIT AMOUNT: \$ _____ CHECK NO. _____

RENTAL AMOUNT: \$ _____ CHECK NO. _____

KEY # _____ DATE RETURNED: _____ Facility Inspected by: _____

RULES & REGULATIONS

- 1) It is the renter’s responsibility to ensure that all participants of the event abide by the policies and procedures outlined in this document. See also “Field Use Rules” for information regarding use of the fields.
- 2) Absolutely no tobacco or alcohol beverages are permitted.
- 3) Do not attach anything to the walls or ceiling without prior consent.
- 4) All setting up must be done the day of the event, unless otherwise approved by staff. All events must be concluded and clean-up finished with everyone out of the facility by the end of the allotted time slot. SMPRD does not charge for set-up or clean-up time.
- 5) All items belonging to participants that are not approved by SMPRD to be stored in the facility must be removed. SMPRD will not store or accept responsibility for anything left after an event.
- 6) If the key is not returned within three business days of the event, the \$200 damage deposit will be deposited.
- 7) Parents/supervisors are responsible for children at all times.
- 8) Music and noise must be kept at a reasonable volume level.
- 9) Please be respectful of any and all equipment in the facility. Do no climb on, sit on, or use this equipment. Renter takes full responsibility if there is damage to any equipment, or if someone is hurt while using the equipment.
- 10) The individual or organization responsible for the function will repair any damages caused by, or related to the function. ANY AMOUNT EXCEEDING THE DEPOSIT AMOUNT FOR DAMAGES WILL BE THE RESPONSIBILITY OF THE RENTER.
- 11) Renter assumes responsibility for any and all accidents and/or injuries that may occur to individuals while using the District’s facilities.

***RENTER’S INITIALS HERE:** _____

NOTES ABOUT THE EVENT: _____

