



STRASBURG PARKS & RECREATION DISTRICT
 1932 Burton Street • Strasburg, CO 80136 • www.strasburgparks.org
 (303) 622-4260 phone • admin@strasburgparks.org

SINGLE-USE FACILITY RENTAL FEES

RENTAL FEES	STRASBURG RESIDENTS	OUT-OF-DISTRICT	REFUNDABLE DEPOSIT
COMMUNITY CENTER (no alcohol)			
Per Hour	\$45	\$55	\$200
All Day (up to 8 hours)	\$315	\$385	\$200
COMMUNITY CENTER (with alcohol)			
Per Hour	\$85	\$95	\$500
All Day (up to 8 hours)	\$595	\$665	\$500
CONFERENCE ROOM			
Per Hour	\$20	\$30	\$100
All Day (up to 8 hours)	\$140	\$210	\$100
PICNIC SHELTER			
All Day	\$50	\$60	\$0

Additional Hours..... \$Hourly Rate

Free Public Event..... 50% Discount

Fund Raising Event..... 25% Discount

UPDATED: 2/23/22



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SINGLE-USE FACILITY RENTAL 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 if the facility is left in the same or better condition, and the key is returned, the deposit will be refunded. There is no deposit required for outdoor rentals.

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: _____

DISTRICT FACILITY RENTAL 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.

2) Use of drugs, tobacco, tobacco products, or other controlled substances, except medicines prescribed by a physician, on or within District Facilities is strictly prohibited. Alcoholic beverages are permitted according to the following:

- a) The renter must obtain Special Event Liability Insurance coverage for \$1,000,000 per occurrence, for the consumption of alcohol at your event. Special event liability insurance protects you against losses stemming from personal injuries and property damage at your event. Medical payments, lawsuits, and property damages are a few of the most common costs which could be incurred during your event. A single-use policy is approximately \$100 and can be purchased online at www.eventsured.com. The District must be named as "additional insured".
- b) No sale of alcohol will be permitted. If the renter would like to sell alcohol (for example: a fundraiser), the renter must obtain a Special Event Permit from Adams County, in addition to providing proof of Event Liability Insurance.
- c) Renter of the facility must follow all state laws including, not serving minors or intoxicated individuals.
- d) Renter must also notify Adams County Sheriff's office of event at least one week prior.

3) Do not attach anything to the walls or ceiling without consent. No glitter or confetti may be used inside the facility.

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.

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 damage deposit will be forfeited.**

7) Renter acknowledges that the occupancy of the Facilities shall not exceed the total number of people, as determined by the Strasburg Fire District, at any time.

8) Amplified music in the Facilities shall be kept at a reasonable sound level, as determined in discretion of the District.

9) Please be respectful of any and all equipment in the facility. Do not 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 in the facility.

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 expressly agrees to indemnify, defend and hold harmless the District, its agents, servants, officers and employees and each of them, from and against any and all claims for the injuries, liabilities, including reasonable attorneys' fees, or illnesses to me or my child or any and all other persons, arising from my rental of this facility.

12) I have legal authority to execute this document and fully bind myself, or my organization, to all terms hereof, to the fullest extent possible under the laws of the State of Colorado, and that the Assumption of Risk, Release, Waiver and Indemnification shall be liberally construed in favor of the District, its agents, servants, officers and employees.

The foregoing Assumption of Risk, Release, Waiver and Indemnification was read, understood and agreed to, by the undersigned this. Failure to abide by these Rules and Regulations will result in the forfeiture of your deposit and will disqualify you from renting any District facilities in the future.

RENTER SIGNATURE: _____

PRINTED NAME: _____ DATE: _____

CLEANING CHECKLIST

All cleaning supplies are in the storage closet located in the hallway (middle door). If the door is locked there is a key hanging on the kitchen bulletin board. Sorry, no Wi-Fi available at this time. NO GLITTER OR CONFETTI ALLOWED INSIDE!

MAIN ROOM AREA

- ☐ Wipe down and return all tables and chairs to original setting
- ☐ Empty all trash cans and replace bags
- ☐ Dust mop all hard surface flooring
- ☐ Spot mop hard surface flooring for any spillage or mud brought in (if needed)
- ☐ Vacuum carpet area (if needed)

BATHROOM

- ☐ Empty all trash cans and replace bags
- ☐ Wipe down countertops and sink with disinfectant wipes
- ☐ Toilets and urinals to be sanitized with disinfectant wipes
- ☐ Spot mop hard surface flooring for any spillage or mud brought in (if needed)
- ☐ Dust mop all hard surface flooring

KITCHEN

- ☐ Empty all trash cans and replace bags
- ☐ Wipe down countertops and sink with disinfectant wipes
- ☐ Remove any food brought in
- ☐ Dust mop all hard surface flooring
- ☐ Spot mop hard surface flooring for any spillage or mud brought in (if needed)

OTHER ITEMS

- ☐ Set thermostat to 68 (please do not change!)
- ☐ Turn off lights and lock all doors.
- ☐ Place all trash in the outside bins.

List any damages, clean-up problems, and/or miscellaneous information: _____

PLEASE RETURN THIS FORM FOLLOWING YOUR EVENT TO RECEIVE YOUR DEPOSIT BACK.

SIGNATURE: _____

DATE: _____

-----**FOR OFFICE USE ONLY**-----

NOTES ABOUT THE EVENT: _____

Agreement Authorized by: _____

DEPOSIT AMOUNT: \$ _____ ☐ CASH ☐ CHECK NO. _____

RENTAL AMOUNT: \$ _____ ☐ CASH ☐ CHECK NO. _____ ☐ CREDIT CARD

☐ COPY OF INSURANCE RECEIVED?

☐ CLEANING CHECKLIST RECEIVED?

KEY # _____ DATE RETURNED: _____

Facility Inspected by: _____