



# PARKS, RECREATION, AND SENIOR SERVICES



## Community Center Rental Policies

Thank you for choosing the Broomfield Community Center. To ensure that all persons utilizing the facility have a positive experience, we have established the following guidelines. Please read each section. The responsible renter’s signature is required at the bottom.

### Event Details:

Renter/ Designated Contact: \_\_\_\_\_

Event \_\_\_\_\_ Event Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Alcohol Permit: (circle) Yes No

## Roles and Responsibilities of Renter

### Rentals:

- All rental priorities are based on a first-come, first-serve basis.
- The Broomfield Community Center is a Designated Emergency Shelter for the City and County of Broomfield. In case of a “community emergency”, we reserve the right to terminate a rental/event with or without prior notice -all deposits/fees will be returned in full.
- Usage of the facility does not imply the City and County’s endorsement of meetings, groups, or beliefs.
- City and County branding and logo may not be used in advertising and/or presentation materials.
- We reserve the right to cancel or refuse any rental and make changes to room assignments as needed.

### Facility Use:

- The SUPERVISOR is here for you, please contact them if you need anything (tables, chairs, etc.). Do not help yourself.
- CHILDREN MAY NOT BE LEFT UNATTENDED.
- Report any accidents, spills, mishaps, injuries, or breakage to the Supervisor.
- Closets and rooms not included in the rental contract are not accessible by the renter. The Supervisor ONLY may access closets if necessary.
- Personal items, including those rented from outside vendors, may not be stored at the facility outside of the designated rental time. Recreation Services is not responsible for lost/damaged items.
- No smoking, vaping or tobacco use in or around the facility. No exceptions!! (No. 2104 - Broomfield Municipal Code section 8-02-030)
- All food and drink is restricted to rented areas only.
- In order to maintain efficient use of the air handling system and prevent pests from entering the building, all outside doors and windows must remain closed during an event.
- No cleats, skateboards, inline skates, or wheeled shoes are allowed in the facility.
- Do not drive or park on any grassy areas.
- Noise levels must be consistent with the atmosphere and in accordance with the City and County noise ordinance, and respectful of other renters in the facility.

### Decoration: Damages to the facility may result in additional charges. Please read carefully.

- Decorations may be hung utilizing a product that will not damage the walls, i.e. Command Strips, on dry wall only.
- NO duct tape, masking tape, packing tape or heavy duty staples may be used anywhere in the facility.
- NO nails, hooks, tacks, or screws in walls
- No decoration is allowed on the moveable walls.
- No bubbles, smoke machines or fog machines.
- “Drip less” candles only. All candles must be IN a fireproof container.
- Do not drag tables, chairs, podium, or any heavy item. Ask the Supervisor for help when needed.
- Exits may not be blocked by decoration, table, podium, speakers, etc.

**Clean Up: Within reason, the facility should be left in the same condition as it was received.**

- Remove trash and all decorations from the room(s). All trash must be taken to the receptacle outside and trash bags replaced in cans. Trash bags will be provided by BCC staff.
- Wipe down surfaces and turn off lights
- If the kitchen is rented, clean all surfaces and remove all trash from the kitchen area.
- Your Rental Supervisor will determine “Clean up: Within reason...” and what, if any, additional wipe down, sweeping or other cleaning needs to be completed before the end of your rental time.

**Lobby & Patio Use: Please be aware that the lobby and patio are shared spaces. Renters are asked to be respectful of other renters in these areas.**

- If the renter moves the furniture, they must return those items to their original location before leaving.
- Renters must take special care and use common sense in these areas. Charges will be assessed to carpet and furniture in these areas if applicable.
- People may sit and use the lobby to visit with one-another.
- Wedding parties may use these areas for pictures.
- Children are not allowed to jump, climb, or stand on furniture. Diaper changing is not allowed in the lobby.
- In the event of adverse weather, the supervisor may require guests and/or ceremonies to be moved indoors. Ceremonies may be held in the Lakeshore Room, but within the confines of the reception set up already in place.

**Alcohol: A separate permit for alcohol use must be submitted and approved to serve alcohol at the Broomfield Community Center.**

- Permits are assessed a \$15/\$25 non-refundable alcohol permit fee. It is recommended that requests be submitted at least thirty working days prior to the event to ensure time for processing.
- **Other permits may be required with events including alcohol. Please contact us through the Reservation line (303.465.5509) for more information.**
- Upon approval of the permit, renter must contract with a Broomfield Police Officer to be present at the event for approximately \$55.00/hour. Payment and arrangements will be made directly by the renter with the Broomfield Police Department. For questions, please contact the Broomfield Police Department at 303.438.6400.
- Alcohol may not be served before 10 a.m. or after 11 p.m. The Broomfield Police Officer must remain on site 30 minutes after alcohol stops being served. Alcohol must be put away or disposed of before the officer leaves. **Contract with the Broomfield P.D. accordingly.**
- Alcohol service is restricted to beer, wine, or champagne only. Hard alcohol is not allowed; parties attempting to serve hard alcohol will be subject to immediate cancellation of the rental with no refund.

**DOWN PAYMENTS, CANCELLATIONS & REFUNDS:**

Reservations are not transferable between facilities/shelters. A facility/shelter change, date change, or change in contract holder will result in a cancellation and rebooking of reservation following the cancellation policy outlined below. A minimum \$15 Administrative fee is assessed on all reservation change requests (i.e. adding/reducing hours, adding an alcohol permit, or adding rooms) processed less than 60 days prior to the event. Additional fees may apply.

**LAKESHORE BANQUET PACKAGE:**

- A 50% non-refundable down payment is required at time of booking. Full payment is due 60 days prior to the event. If the event is 60 days away or less, full payment is due at the time of booking.
- Cancellations made less than 60 days before the event will forfeit 100% of the total reservation fee.

**CONFERENCE/MEETING/MULTI-PURPOSE ROOMS:**

- Full payment is due at the time of booking.
- Cancellations made 30 days or more prior to the event will forfeit 50% of the total reservation fee.
- Cancellations made less than 30 days prior to the event will forfeit 100% of the total reservation fee.

**I have read and understand the Broomfield Community Center Policies and will abide by them. I understand that failure to comply with the City and Community Center policies may result in additional fees, cancellation of my event and/or denial of future rentals with the City & County of Broomfield.**

**Renter's Signature:\_\_\_\_\_ Date:\_\_\_\_\_**