

RENTAL REQUEST POLICIES:

1. Requests must be submitted at least two (2) weeks prior to the date requested and will be considered on a first-come, first-serve basis.
2. If you selected "YES" to serving alcohol at your event, requests must be submitted at least 30-days prior to the date requested and must include an **Alcohol Permit Application**. This form can be found on the website and has a \$50 non-refundable application fee assessed **ONLY** if the event and application are approved. Commerce City Parks, Recreation and Golf will determine whether or not alcohol may be served.
3. If you selected "YES" to having a catered event, you will need submit a copy of the catering company's **General Business License**.
4. Alcohol is permitted at Eagle Pointe Recreation Center on Friday (after 6pm), Saturday and Sunday only.
5. Requests are reviewed on a weekly basis; please allow 2-3 business days for processing.
6. Requests may only be made according to the following schedule:
 - a. Nov. 1st: Reservations accepted for December – March
 - b. Mar. 1st: Reservations accepted for April – July
 - c. July 1st: Reservations accepted for August – November
7. A two (2) hour minimum is required for all rental rooms. A one (1) hour minimum is required for all conference rooms. Rental time must include all set-up/clean-up time required by the renter.
8. Rental hours are Monday – Friday: 6am – 9pm; Saturday 7:30am – 6:30pm; Sunday 8:30am – 5:30pm. After-hours rentals are available for an additional fee.
 - a. No gym rentals are allowed after 5pm on weekdays to allow for drop-in use.
 - b. After-hours rentals are available until 12am.
9. Renters are limited to two (2) weekday and one (1) weekend rental per month. Long-term rentals will **not** be approved unless they provide a direct benefit to the community as determined by the Facility Coordinator/Supervisor.
10. Facility rentals will not be considered final until request is approved, facility rental agreement is signed and full payment is collected.
11. Rentals fees are due in full three (3) days after rental confirmation for rentals booked two (2) weeks or more prior to date requested. Rental fees are due in full at the time of booking for all rentals within two (2) weeks of date requested. Any rentals not paid in full by the due date are subject to cancellation.
12. A refundable \$50 per room deposit applies to all rentals in addition to rental fees. Deposit will be refunded provided there is no damage to the rental area and the rental area is left in the same condition in which it was found. Renter will be held liable for any damage greater than \$50 deposit amount. Deposit may be withheld if renter arrives early and/or leaves late. Deposit will only be refunded to the applicant listed in the form of check or credit card (no cash refunds) and may take 2-4 weeks to process.
13. Facility staff will determine appropriate staffing levels required for your event to run successfully. If additional staff are needed, you will be assessed additional fees to the overall rental charge. Staffing levels vary pending event type, size, location, and time.
14. The Parks, Recreation and Golf Department may require an off-duty police officer(s) be present at rentals, if deemed necessary, at the renter's expense. If applicable, additional fee(s) will be added to final balance.
15. Special equipment use (i.e., microphones, projectors, extension cords, etc.) may require additional fees and must be returned upon completion of the event. If equipment is not returned, lost, or not in operable condition upon return, user will be charged full value for said equipment.
16. Room Diagrams must be submitted at least seven (7) days before the requested date.

RENTAL CANCELLATION POLICY:

1. Any cancellations by the renter less than 30 days before the rental date will be refunded based on the following schedule:

<u>Date of Cancellation</u>	<u>Renter Receives</u>
a. 30 days or more	100% of deposit + 100% of rental fee minus \$25 cancellation fee
b. 15-29 days	100% of deposit + 50% of rental fee
c. 8-14 days	100% of deposit + 25% of rental fee
d. 7 days or less	100% of deposit + 0% of rental fee

Applicant's Signature: _____ **Date:** _____

- RECREATION STAFF USE ONLY -

Date:	Time:	Initials:
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- APPROVED – RENTAL DATE:** _____
- DECLINED**

Facility Signature: _____ **Date:** _____