



**Bison Ridge & Eagle Pointe Recreation Centers
Community Room Rentals**

WHAT YOU NEED TO KNOW



Please retain this form for your reference

Rental Guidelines

Rental requests for one or two rooms may be made on the following schedule:

Beginning:	Reservations accepted for:
November 1 st	December – March
March 1 st	April – July
July 1 st	August - November

Reservation requests for ALL 3 ROOMS at Bison Ridge may be made up to one year in advance, and cannot be altered.

- **All rental fees, the signed agreement and room setup diagram are due 2 weeks prior to rental.**
 - Payment for rentals booked fewer than two weeks out is **due within 3 days of booking confirmation.**
 - Renters booking all three rooms at Bison Ridge may request a payment plan (see rental request form).
 - There is a \$50 refundable deposit due per room rented in addition to rental fees.
 - Failure to remit required documents and fees may result in cancellation of rental.
- Normal rental hours are: Monday – Friday, 6am – 9pm, Saturday 7am-7pm, and Sunday 8am-6pm.
 - Rentals outside those hours are available, predicated on availability of after-hours staff, and also subject to additional fees.
- Setup and teardown must be accounted for in the rental time.
 - Early arrival or late departure is prohibited.
 - Guests, entertainment and personal belongings must be off premises at the approved end time listed on the permit.
 - Failure to adhere to the above may result in forfeiture of deposit.

Community Room Usage Guidelines

- **No glitter or confetti allowed, loose or otherwise. This prohibition includes confetti balloons.**
- **No helium balloons**
- **No fog/sparkler machines of any kind**
- **No lit candles or open flames – flameless candles OK**
- **No grills of any kind**
- **No spray string (silly string)**
- **No tie-dye**
- **No animals – Only trained service animals are permitted on City property.**
- **Nothing is to be adhered to the community room walls, windows or floors.**
- **No inflatables or piñatas – inside or outside.**
- **Rice and birdseed are prohibited on Recreation Center(s) property.**
- Group is responsible for cleaning room after use. It is the responsibility of the group to allow themselves enough time to fully clean room by the end of the rental time as reflected on the permit.
- Damages include (but are not limited to) structural damages (i.e. floors, walls, windows, doors, fixtures, etc.), paint damage and/or damage to wall partitions from adhesives and/or devices, balloons that drift to the ceiling, use of glitter or confetti, damages to rental equipment (i.e. tables, chairs, tech equipment, carts, etc.), damages to outdoor patio structures (Bison Ridge), furniture, and landscape, and failure to clean room(s) and outdoor patio spaces.
 - **Host is responsible for any and all damages or actions caused by any members of the rental.**
- Use of building is limited to room rental (includes patio area at Bison Ridge). Connecting hallways are only to access adjacent restroom facilities and is not part of your rental space. Patrons may only enter the active areas via an active membership or payment of drop-in entry.

.What does my rental include?

- Each rental includes tables and chairs set-up prior to your arrival, (use of the community room shared patio area for events at Bison Ridge) and access to water, ice, refrigerator and freezer with staff escort.
 - You must provide your own receptacles for water and ice.

Can I get in early to set up for my event?

- You can access the room at the start time of your reservation. You must be cleaned up and out of the room at the end of the reservation time (off premises for after hour rentals). This includes guests, entertainment and party decorators. **Any setup or clean up time you need must be reflected in the rental time.**

Can I bring alcohol to my event?

- Guests must use and adhere to the Facility Alcohol Permit. Alcohol coordination needs to be made at least 30 days before rental date. A \$50 fee will be processed at the time of the booking.
 - Alcohol consumption is only permitted for 4 consecutive hours between 12pm and 11pm.
 - Only beer, wine and champagne are allowed. No hard liquor. No glass beer bottles or glass drinkware.

Can I have a live band or DJ at my event?

- Live Bands and DJ are permitted for 3-Room rentals only. Band and DJ contact information must be submitted at the time of rental approval. 1 and 2 room rentals can utilize our media package and Bluetooth to the in room speakers.
 - Bands/DJ's must end and begin tearing down minimum 30mins prior to the end time on the rental permit. Host must be onsite at arrival and departure of entertainment.

Can we have entertainment such as characters, craft instructors or our own crafts at our event?

- Yes. All crafts or outside vendors must be approved at time of booking.

How do I pay for the rental?

- All rental fees, the signed agreement and room setup diagram are due 2 weeks prior to rental. Rentals booked fewer than two weeks out are due within 3 days of booking confirmation. Renters booking all three rooms at Bison Ridge may request a payment plan (see Bison Ridge Rental Request form for payment plan breakdown).
 - Payment can be made in person at Bison Ridge Recreation Center, Eagle Pointe Recreation Center, or over the phone with one of our Front Desk Staff at Bison Ridge 303-286-6801 or at Eagle Pointe 303-289-3760.

Can I make changes to my permit?

- Once payment is made in full, the procurement process will be considered complete and changes to rental time, attendance, room diagram, entertainment, etc. will not be permitted.

Can I bring in my own food?

- Yes. We allow catered, delivery, and potluck style food in all of our rooms. No electric warmers of any kind are permitted. Chafing Dishes with fuel canisters are acceptable.
 - Host must be onsite for catering and food deliveries.

Can I have decorations? What about contracted party decorators?

- You are welcome to decorate tables and have balloons without helium and even contract a professional party decorator; however please do not affix anything to the walls, windows or floor. You are responsible for the tear down of any decorations used in the room. If there are unauthorized decorations, even by contracted decorators, additional fees may be assessed. Party Decorator contact information must be submitted at the time of rental approval.
 - Decorations must be communicated and approved at time of booking.
 - Host must be onsite at arrival and departure of Party Decorator.



Initial:

Beginning:	Reservations accepted for:
November 1st	December – March
March 1st	April – July
July 1st	August - November

FIRST & LAST NAME: <i>(must be at least 21 years old)</i>		GROUP / ORGANIZATION: <i>(if applicable)</i>	
BIRTHDATE: <i>(MM/DD/YYYY)</i>	CONTACT NUMBER:	EMAIL ADDRESS:	
STREET ADDRESS:		CITY:	STATE:
			ZIP:
EVENT TYPE / ACTIVITY:		REQUESTED DATE(S):	ALTERNATE DATE(S):
REQUESTED TIMES: <i>Times must include set-up & clean-up - Access will begin and end at the times below</i>			ESTIMATED ATTENDANCE:
START:	<input type="checkbox"/> AM <input type="checkbox"/> PM	FINISH:	<input type="checkbox"/> AM <input type="checkbox"/> PM
REQUESTED ROOM(S) / AREA(S): <i>(please check all that apply and/or rank in order of preference)</i> Tables and Chairs Provided			
Community Rooms Max Capacity (Banquet Style) <input type="checkbox"/> Yampa Room (50) <input type="checkbox"/> Arkansas Room (40) <input type="checkbox"/> Colorado Room (40) <input type="checkbox"/> Roaring Fork Room (40) <input type="checkbox"/> Gunnison Room (40)		Conference Rooms <input type="checkbox"/> Animas Conf. Room (12) <input type="checkbox"/> South Platte Conf. Room (6)	
		Available before 5pm Weekdays Only <input type="checkbox"/> Gym – Court 1 <input type="checkbox"/> Gym – Court 2 <input type="checkbox"/> Gym – Court 3	
REQUESTED EQUIPMENT: <i>(please check all that apply)</i>			
<input type="checkbox"/> Media Package : +\$20/rental <i>(includes cart, projector, screen and pc speakers)</i>		<input type="checkbox"/> Podium	<input type="checkbox"/> Easel
		<input type="checkbox"/> Whiteboard	
SUPPLEMENTAL INFORMATION:			
Are you a Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you will need to submit proof of non-profit status with this application.</i>		
Are you Tax-Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you will need to submit a copy of "Certificate of Tax-Exemption" and complete the "Standard Municipal Home Rule Affidavit of Exempt Sale" form with this application.</i>		
Are you 501 (c)(3)? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you will need to submit IRS determination letter of 501 (c)(3) status with this application.</i>		
Do you wish to serve alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you will need to apply for an alcohol permit 30 days in advance</i>		
Will this be a catered event? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you will need to submit a copy of the catering company's Commerce City General Business License</i>		
Will food/drink be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be decorations? (Decorations not permitted on walls) <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completion of this form is a REQUEST ONLY. At this time, your request is pending. If request is approved, our facility staff will contact you regarding next steps.

Please provide a detailed description of your event: (i.e. set-up plans, special needs, entertainment decorations, props, etc.):

PLEASE REVIEW RENTAL REQUEST & CANCELLATION POLICIES ON OPPOSITE SIDE
RENTER MUST SIGN & DATE - - - >>>

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:

Cancellations for single room or double room rentals	
Date of Cancellation	Renter Receives
30+ Days	100% of deposit + 100% Rental Fee MINUS \$25 cancellation fee
15-29 Days	100% of deposit + 50% of rental fee
8-14 Days	100% of deposit + 25% of rental fee
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: _____

Commerce City Parks, Recreation & Golf
EAGLE POINTE RECREATION CENTER
ALCOHOL PERMIT APPLICATION



Application must be submitted at least 30 days prior to the date requested. Review alcohol permit and room rental guidelines before completion.

APPLICANT INFORMATION

FIRST & LAST NAME: <i>(must be at least 21 years old)</i>		GROUP / ORGANIZATION: <i>(if applicable)</i>	
BIRTHDATE: <i>(MM/DD/YYYY)</i>	CONTACT NUMBER:	EMAIL ADDRESS:	
STREET ADDRESS:		CITY:	STATE:
			ZIP:

EVENT/ACTIVITY INFORMATION

EVENT TYPE / PROPOSED ACTIVITY:		REQUESTED DATE:	ESTIMATED ATTENDANCE:	AGE RANGE OF GUESTS:
TIME ALCOHOL WILL BE SERVED: <i>(alcohol service is limited to 12-11pm)</i>			Consumption will be limited to a maximum of 4 hours between 12pm and 11pm	
START:	PM	FINISH:		
ONLY BEER, WINE & CHAMPAGNE MAY BE CONSUMED ***NO GLASS BEER BOTTLES***				
TYPES OF ALCOHOL TO BE SERVED: <i>(please check all that apply)</i>		<input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Champagne		
What food or food service will be provided:				
Alcohol needs to be kept separate from other beverages. How do you plan to accomplish this?				
How do you plan to secure the area and inform guests that alcohol consumption must be kept in designated area?				
How will you supervise the participants during the function?				
If minors will be attending, how do you plan to make sure they do not obtain or consume alcoholic beverages?				
Will you be checking ID's if you are not sure of someone's age?				
How will you keep alcohol from those persons under the influence of alcohol?				
LIST NAMES & AGES OF ALL INDIVIDUALS WHO WILL HELP SERVE ALCOHOL: <i>(use separate sheet if necessary)</i>				
NAME:	AGE:	NAME:	AGE:	

Upon approval, there is a non-refundable \$50 permit fee

*****PLEASE READ INFORMATION ON REVERSE SIDE, THEN SIGN & DATE APPLICATION*****



Commerce City
Recreation

Commerce City Parks, Recreation & Golf

Issuance Standards for Alcohol Permit



1. These standards have been approved by the Director of Parks, Recreation & Golf and are to be used by the Department of Parks, Recreation & Golf in determining whether or not an Alcohol Permit shall be issued.
2. Permits shall only be issued to:
 - a. An individual;
 - b. An officer or agent authorized to apply for such a permit on behalf of a legal entity organized under or recognized by the laws of the State of Colorado.
3. The person applying for a permit, either individually or for or on behalf of such legal entity, must be at least 21 years old.
4. Commercial entities shall be required to provide a **Certificate of Insurance** evidencing liability coverage. Additionally, the certificate shall name the City of Commerce City as an additional insured for the subject event. The City's Risk Manager will need to approve this certificate.
5. Denial of Permit:
 - a. Issuance of an Alcohol Permit may be denied upon the grounds that such issuance would be detrimental to the public safety, health, morals, order or welfare by reason of the nature of the event, the likelihood in the reasonable judgment of the officer of the city responsible for the review and issuance of the permit that the event would create a public nuisance or result in the consumption of alcoholic beverages by minors, its location within the community, or the failure of the applicant or permit holder in past event, for which a permit was required, to conduct such event in compliance with applicable laws and regulations.
 - b. Issuance of an Alcohol Permit may be denied if another event has previously been scheduled for that location on the same day for which the permit is sought or if issuance of the permit would unreasonably interfere with normal activities and customary and general use and enjoyment of the location.
6. Preference shall be given to residents of the City of Commerce City and to commercial and industrial enterprises located within the corporate limits of the City of Commerce City for use of public areas under control of the City.
7. Each permit shall be issued for a specific location and is not valid for any other location.
8. Permits shall be valid for one (1) day only.
9. Permits are valid for the individual or entity to which issued and are not transferable.
10. Permit holder must be present for the duration of event.
11. No permit may allow the consumption of alcoholic beverages before 12:00pm or after 11:00pm. Alcohol service is allowed seven (7) days a week at Bison Ridge Recreation Center. Alcohol service is limited to Friday, 6:00 – 11:00pm and Saturday/Sunday, 12:00 – 11:00pm at Eagle Pointe Recreation Center.
12. Permits may allow the consumption of alcoholic beverages for a minimum of two (2) hours and maximum of four (4) hours.
13. No issuance of a permit shall have the effect of requiring the Director of Parks, Recreation & Golf to issue such a permit upon any subsequent application.
14. Food and/or snacks shall be available at the location at some time during the consumption of alcoholic beverages.
15. Alcohol, food and other beverages are restricted to the location or areas specifically rented. Under no circumstances is alcohol to be opened or consumed outside of the designated location or areas that have been rented.
16. Permit holder will be responsible for designating an individual, who is at least 21 years old and **NOT CONSUMING ALCOHOL**, to serve from a designated area. Only one (1) bar is permitted in the room. This designated individual must check for proper identification from all guests consuming alcohol. Only persons 21 years of age or older will be served.
17. Cash bars are not permitted.
18. Application for the permit shall be made not less than 30 days prior to the date of the event. Rentals that may require a Special Event Permit must submit application not less than 45 days prior to the date of the event.
19. Applications shall be made and permits granted on forms provided by the City.
20. Department of Parks, Recreation & Golf staff and/or the City of Commerce City Police Department reserve the right to terminate the service of alcohol at any time should the consumption become excessive or potentially disruptive.
21. All ordinances, rules and regulations of the City remain in full force and effect.

I certify that I have reviewed and agree, for myself and the above entity, to be bound by the City's standards for issuance of a permit to consume alcoholic beverages. I will communicate the City's standards to those attending the above function. I will be present for the duration of the function.

Applicant's Signature: _____

Date: _____

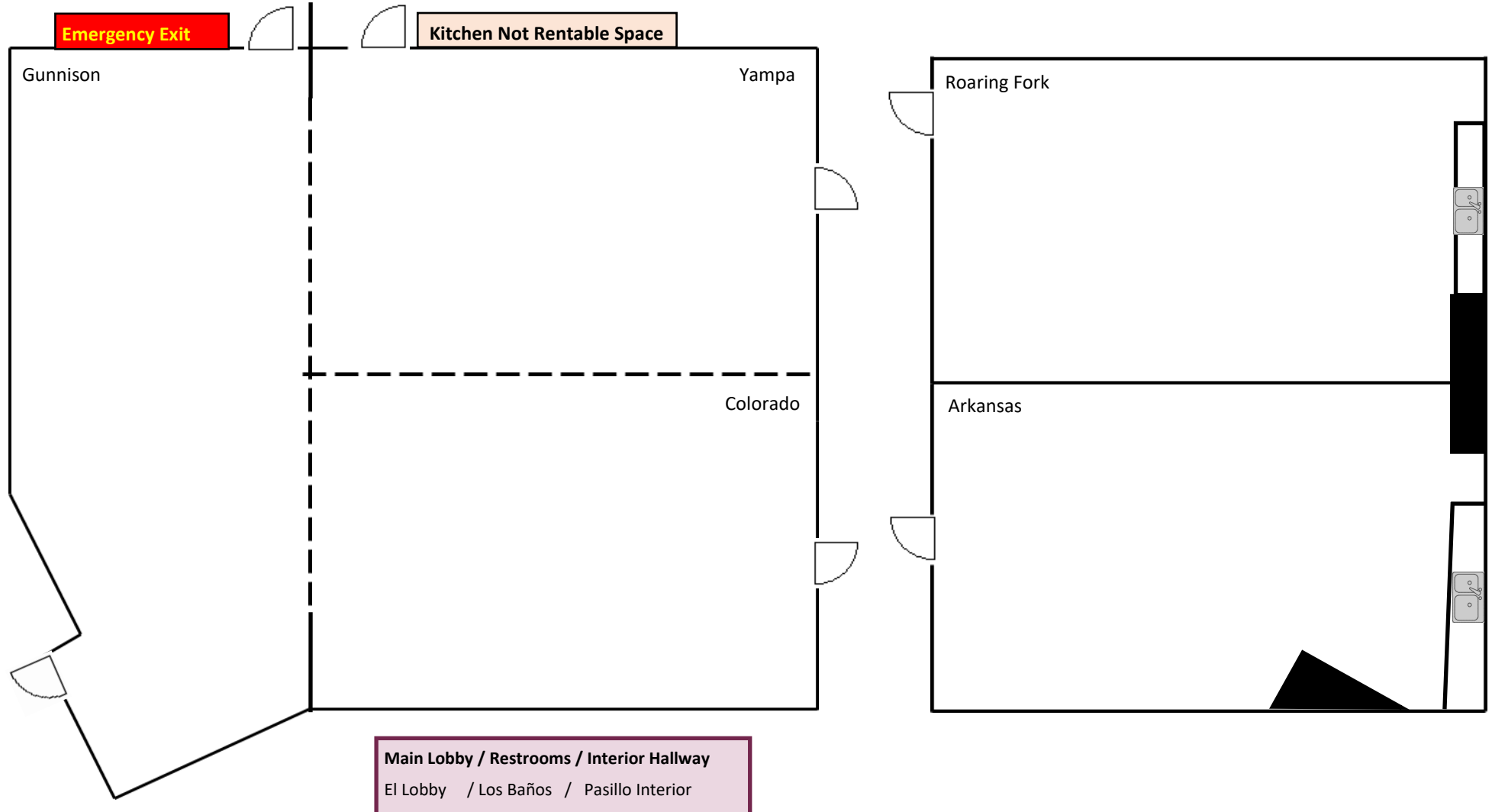
Eagle Pointe Recreation Center

Facility Room Rental Diagram

Contact Information (Información del contacto):

Full Name (Nombre completo):	
Phone (Telefono) #:	
Permit (Permiso) #:	

Name of Event: (Nombre del evento):	Rental Date(s): (Fecha(s) de alquiler):	Room(s): (Habitacione(s)):	Start: (Inicio):	End: (Final):
Tables (Mesas)	Chairs (Sillas):	Equipment Needs (Necesidades de equipo):	Fridge	Cables
Round (Redonda):	Rectangle (Rectángulo):	A/V Cart (Carro de A/V)	Podium (Podio)	Screen (Pantalla)
			Refrigerador	(Cables)
				Speakers (Bocinas)



COMMERCE CITY PARKS, RECREATION & GOLF

EAGLE POINTE RECREATION CENTER

FACILITY RENTAL EQUIPMENT

TEXT FOR EVENT SIGN: _____

NAME: _____

PHONE #: _____

RENTAL DATE: _____

PERMIT #: _____

☐ **Media Package**—*Speakers, Screen, Projector*

☐ **A/V Cart**

☐ **Laptop Stand**

☐ **Podium**

☐ **HDMI Cord**

☐ **Surge Protector**

☐ **Extension Cord**

Adaptors

☐ **USB-C**

☐ **Micro-USB**

☐ **Lightning**

☐ **Corded Microphone** ☐ **Microphone Stand**

☐ **Wireless Microphone** ☐ **Extra Batteries**

☐ **Lavalier Microphone** ☐ **Extra Batteries**

☐ **Presenter** ☐ **Extra Batteries**

☐ **White Boards** ☐ **A-Frames**

Kitchen Needs

☐ **Water**

☐ **Ice**

☐ **Fridge**

☐ **Freezer**

☐ **Storage**

