

South Adams County Fire District

Community Room

Usage Guidelines

1. South Adams County Fire District sponsored programs and activities have priority of use in the Community Room; therefore consecutive daily, nightly, weekly or monthly usage dates may not be available.
2. Reservations will not be considered as final until approval is granted and the appropriate rental fee and deposit payment has been received at the Administrative offices of the South Adams County Fire District. Rentals are approved on a first come first serve basis. Checks are only accepted from banks where funds are able to be verified. If your bank will not verify funds, rental fees and deposit payments will only be accepted in the form of cash or cashier's checks.
3. The rental party needs to be at least 21 years of age to reserve the Community Room. A copy of the applicant's current driver's license is needed to reserve the Community Room
4. The room rental fee and deposit must be paid in full prior to your event starting.
5. A refund will be granted up until 24 hours prior to the requested usage date. After that time, the total deposit will be forfeited.
6. Following the approval and receipt of the appropriate payment, a copy of the application will be returned to the applicant. Applicants are required to have in their possession a copy of the approved application during all rentals.
7. All facility users will furnish their own equipment and materials unless specifically designated on the "Application for Facility Use" form.
8. The South Adams County Fire District shall not be responsible for lost or stolen articles during the time of use by an individual, group or organization.
9. All decoration or equipment must be taken down or removed immediately following the rental. Nails, screws, tacks or any item which penetrates the wall to attach decorations, is not allowed.
10. All set up, take down, and clean up is the responsibility of the group or organization unless the group has paid the setup/takedown fee (see the Rental Schedule). The necessary supplies required to clean room to its condition prior to rental will be provided.
11. Your rental time frame must include any time required to set up and clean up, unless your group or organization has paid the setup/take down fee. You will be required to pay for the room for the time frames that the room was rented for. If the party ends early, you will still be required to pay for the time that it was originally scheduled.
12. Adult supervision of children is required at all times.
13. Parking needs to be in the parking lot on the south side of the building. Street parkers are subject to towing at owner's expense per Commerce City ordinance.
14. The exterior of the Fire Station must be picked up of littering that occurred during the rental.
15. Rental party must complete the room checklist prior to having the room checked by the Fire District Employee.
16. The deposit will be held until the next week day that the District Administrative office is open, for management staff to check that both inside and outside grounds were left appropriately. If not, the rental party will be charged at \$75/hour for clean up.
17. Violation of any city ordinances to include: parking, open container, noise, disorderly conduct, or loitering by rental attendees constitutes a forfeit of the room rental fee / deposit.

Alcohol

18. No alcoholic beverages or smoking is allowed in the facility.

19. No food is allowed in the facility

The signer of the application shall be considered the legal agent for compliance with all conditions for the use of the facility. By my signature below, I hereby swear to have read and understand the South Adams County Fire District community room rental contract.

X _____
(Applicant Signature)

(Date)

X _____
(Print Name)

If you have additional questions please call the South Adams County Fire District, 303-288-0835.

Upon approval for the rental of the Community Room, an electronic door access card and supply room key will be checked out to the applicant. At the end of the rental, this access card and key must be placed in the return box provided, or returned to the Administration offices of the South Adams County Fire Protection District. In the event the access card and key are not returned, or are lost, the entire deposit will be forfeited.

RENTAL FEE SCHEDULE

Deposit	\$75.00 - refundable if no damage and/or access card and key are returned.
Rental fee	\$40.00 - per hour – includes set up and take down time.
Set up/take down fee	\$25.00
Projector/ podium	\$25.00

Pre-event condition

Pre-event walk-through room rental comments:

Please make sure to check every room that will be used by the rental party (i.e. room rented as well as common areas -bathrooms, lobby, exterior, etc.). Condition of rooms after the event in comparison to before the event will determine the extent to which the deposit will be returned.

Undersigned party agrees to the condition of the room prior to rental.

X _____
(Renter Signature)

X _____
(South Adams County Fire Staff Signature)

X _____
(Renter Print Name)

X _____
(South Adams County Fire Staff Print Name)

Staff Initial

Post event clean up check-list

- ____ ACCESS CARD AND SUPPLY ROOM KEY RETURNED
- ____ WIPE DOWN ALL TABLES
- ____ WIPE DOWN ALL CHAIRS
- ____ SWEEP AND MOP FLOOR IF NEEDED
- ____ VACUUM THE CARPET
- ____ TAKE OUT THE TRASH
- ____ PICK UP ALL TRASH INSIDE AND OUTSIDE
- ____ BATHROOMS: NO TRASH ON THE FLOORS
- ____ MAKE SURE THAT EVERYTHING PERTINENT IS TURNED OFF
- ____ MAKE SURE EVERYTHING IS RETURNED TO IT'S ORIGINAL PLACE (TABLES, CHAIRS, TRASH, RECEPTICALS, ETC.)
- ____ THE GROUNDS ARE CLEAN IN FRONT, SIDES AND BACK (MAKE SURE THE TRASH BAGS DIDN'T DRIP ALL OVER SIDEWALKS, ETC.) — EXTERIOR SHOULD BE CHECKED DURING DAYLIGHT HOURS ON NEXT DAY

Please be advised that return of the deposit is contingent upon the above conditions, as well as contract stipulations, being met.

X _____
(Renter Signature)

X _____
(South Adams County Fire Staff Signature)

X _____
(Renter Print Name)

X _____
(South Adams County Fire Staff Print Name)

Staff comments (attach additional sheets if needed):
