



South Adams County Fire 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.
- Rental includes conference/meeting space only. No outside actives are allowed due to emergency calls.
2. Cleaning/Damage Deposit: There is a \$75 deposit required. The reservation will not be considered as final until approval is granted and the appropriate deposit payment (paid by check to: SACFD) has been received at the Administrative offices of the South Adams County Fire District.
3. The deposit will be held until 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.
4. 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
5. All facility users will furnish their own equipment and materials unless specifically designated on the "Application for Facility Use" form.
6. 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.
7. Decorations: non-adhesive "blue" tape for all decoration - Nails, screws, tacks or any item which penetrates the wall to attach decorations, is NOT allowed. Balloons are okay as long as they are tied down. All decorations and equipment must be taken down or removed immediately following the rental.
8. 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.
9. 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.
10. Adult supervision of children is required at all times. Rental includes conference/meeting space only. No outside actives are allowed due to emergency calls.
11. Parking: south side of the building, there may be additional parking at the shopping center to the north however parking in this area will follow the property owner guidelines.
12. Rental party must complete the room checklist prior to having the room checked by the Fire District Employee.
13. Violation of any city ordinances to include: parking, open container, noise, disorderly conduct, or loitering by rental attendees constitutes a forfeit of the deposit payment.
14. **NO alcoholic beverages or smoking is allowed in the facility.**
15. Food is allowed in the facility (NO cooking; skillets or deep frying...warmers are approved)
16. Access key card should be arranged for pickup 3-4 days prior and can be picked up at our Satellite Office near 104th & Potomac. Contact 720.498.8723 and arrange a pickup date and time. The card will need to be returned to the same address within 24 hours following your event.

_____ Confirmation Policies Read: Check box to confirm you have read the above Community Room Guidelines and Agreement.

Application Acknowledgment and Agreement (Signature Required):

Signature: _____ Date: _____

Community Room Post-Event Condition

PostEvent Clean-up Checklist:

- ___ ACCESS CARD KEY RETURNED
- ___ WIPE DOWN TABLES AND CHAIRS
- ___ SWEEP FLOOR, IF NEEDED
- ___ VACUUM THE CARPET, IF NEEDED
- ___ CARPET: SHOULD THERE BE MAJOR OR SIGNIFICANT STAINS, PLEASE BE ADVISED THAT AN ADDITIONAL CLEANING FEE WILL BE INCURRED.
- ___ TAKE OUT THE TRASH (use dumpster on east side of bldg.)
 - ___ PICK UP ALL TRASH INSIDE AND OUTSIDE
 - ___ BATHROOMS: NO TRASH ON THE FLOORS
- ___ MAKE SURE THAT EVERYTHING PERTINENT IS TURNED OFF; LIGHTS
- ___ MAKE SURE EVERYTHING IS RETURNED TO IT'S ORIGINAL PLACE (TABLES/CHAIRS)
- ___ GROUNDS ARE CLEAN
- ___ PLEASE DO NOT MOVE THE CONFERENCE TABLE - IT'S CONSIDERED PERMANENT.
- ___ USE THE PROVIDED DOOR STOPPERS, DO NOT USE THE LANDSCAPING ROCKS!

Please ensure all the community room is set back to the original setting and table and chairs are returned to the storage room. Trash will need to be taken out to the dumpster located on the east side of the building. Be sure to turn off all interior lights.

If you have any questions please call or text Maria Carabajal at 720.498.8723
Please only contact our Station crew if you need immediate assistance or call 9-1-1 if there is an emergency.

Please note: Station or Truck Tours need to be scheduled separately, visit www.SACFD.com/Community

Computer Login

ID: Guest

SOUTH ADAMSGUEST WIFI
Password: SouthAdams