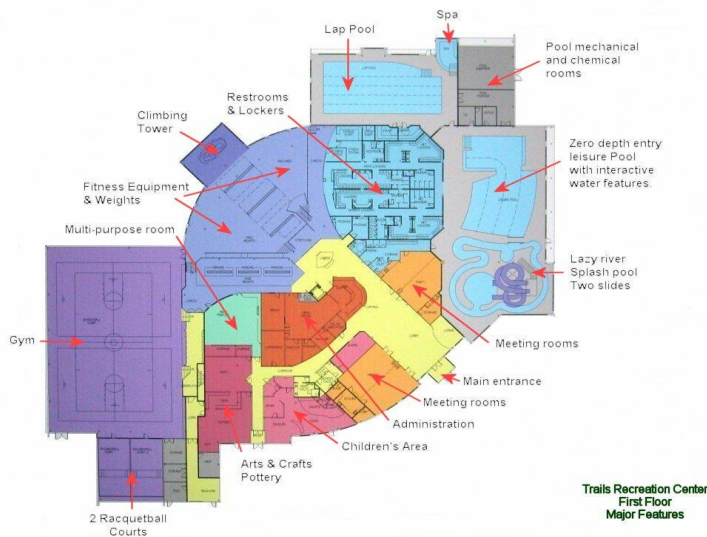


## RECREATION FACILITY RENTAL INFORMATION



### ROOMS AND FACILITIES

Meeting Room  
Party Room  
Multi-purpose Room  
Gymnasium (1/2 Court)  
Climbing Tower  
Aerobics Room

### FEE SCHEDULE

<u>Facility</u>	<u>Non Profit</u>	<u>Fee</u>	<u>Profit</u>
<b>Conestoga Room (capacity about 45)</b>			
Resident	\$50/hour		\$100/hour
Non Resident	\$66/hour		\$132/hour
<b>1/2 Conestoga Room (capacity about 25)</b>			
Resident	\$25/hour		\$50/hour
Non Resident	\$33/hour		\$66/hour
<b>Gold Rush Room (capacity about 80)</b>			
Resident	\$60/hour		\$120/hour
Non Resident	\$80/hour		\$160/hour
<b>1/2 Gold Rush Room (capacity about 35)</b>			
Resident	\$30/hour		\$60/hour
Non Resident	\$40/hour		\$80/hour
<b>Gymnasium (1/2 Court)</b>			
Resident	\$60/hour		\$120/hour
Non Resident	\$80/hour		\$160/hour
<b>Climbing Tower (Non-Programmed Times Only)</b>			
Resident	\$75/hour		\$150/hour
Non Resident	\$107/hour		\$215/hour

## **FACILITY USE REGULATIONS AND GUIDELINES**

Guidelines apply to any rental space within the Trails Recreation Center

Rentals will be available during regular facility business hours only

Reservations are on a first come, first served basis only after District programming has been completed

Reservations can be made by telephone or in person at the Trails Recreation Center. Reservations will be confirmed when both parties have signed the agreement and payment has been received. No verbal agreements shall be made, nor in anyway be binding. Full payment is required when reservation is made. A credit card number is necessary in the event of damage to the room.

Facilities are designed for their intended use. Any use beyond implied intended use must be approved by Facility and/or District Manager. Any group renting the room is to seek the assistance of a staff member if the partitions are not in place.

Hours shown on the agreement cover the entire time required for the renter to decorate, set up, conduct the activity/event and clean up after use. The room must be vacated promptly at the conclusion of the time specified in the agreement. Any time spent in the room before and/or after specified time will constitute an additional charge

Groups are required to set up, take down and clean the area after their event. Trails staff will assist you in locating equipment and custodial items for cleaning. This includes if you need assistance with the partitions. Room must be cleaned in a manner which allows it to be ready for the next group. Deposits will be forfeited for inadequate clean up or care of furnishings or facility, as determined by Facility Management

Cancellations must be made 48 hours prior to rental date. Renters not canceling within this timeframe will forfeit 50% of their payment

Decorations should only be affixed to unpainted steel, brick or glass surfaces; only masking tape is acceptable and no tacks or nails are allowed; no rice, silly string, confetti, straw or piñata's shall be used in and around the facility. All decorations must be fireproof or of fire retardant materials.

Alcohol and smoking is prohibited; unusual rowdiness or abuse of persons or property will result in immediate termination of an event. Scent items such as incense or scented candles are prohibited.

Groups will be responsible for the care and removal of their property immediately following the rental. Arapahoe Park and Recreation District and/or Trails Recreation Center are not responsible for materials or equipment left in the rooms and cannot store any group's equipment, supplies or materials

Renters and users will be held responsible for any/all damage incurred and for all undue trash pick-up and other clean-up following event and caused by use

Insurance and security for an event are the responsibility of the renter

Youth groups with participants 17 years and younger must have 1 (one) adult over 21 years of age for every 10 (ten) kids in the group. If ratios are not followed rental will be cancelled

Non-profit groups may be asked to show proof of non-profit status such as a 501c3, Articles of Incorporation or a tax exempt certificate

Literature advertising any program for which the facility is rented should state: Arapahoe Park and Recreation District does not necessarily endorse the content or the instructor for this class or program held at The Trails Recreation Center

The District reserves the right to deny or cancel any function which does not follow established policies, rules and regulations

