

# GUIDELINES FOR USE OF GRAND JUNCTION COMMUNITY CENTER

## GENERAL RENTAL INFORMATION

### Reservations:

- Reservations taken on first-come, first-serve basis
- Reservations by telephone held 72 hours without deposit
- Rental fees and damage deposits due when Rental Agreement signed
- Lessee/Contact person must be 21 years of age and have ID

### Facility capacities are set at:

1. Lincoln Highway room: 240
2. Junction room: 48
3. Community Room: 8

### Hours:

- Rented rooms may be occupied after 6:00 a.m. and must be vacated by 1:00 a.m.
- The free Community Room is open during regular City Hall hours.
- For a late evening rental, the Lessee has until 10:00 a.m. the next day to complete the required cleanup at an additional fee.

NOTE: All groups must clean up after their meetings and events and are responsible for any missing items or damage to the building or its contents during their reserved dates/times.

## RENTAL FEES

- |                           |                                |
|---------------------------|--------------------------------|
| 1. Kitchen                | \$50.00 per day, no exceptions |
| 2. Lincoln Highway Room   | \$100.00 per day               |
| 3. Junction Room          | \$50.00 per day                |
| 4. Audio/Visual Equipment | \$50.00 per day                |

More than one room can be rented. A 10% discount may be given for 2-consecutive-day rentals, a 20% discount for 3 or more consecutive days. The Center may be rented from 7:00 p.m. Friday through 10:00 a.m. Sunday for \$400.00. If needed outside those hours, the above-discounted rates apply.

### Fees & Deposits:

- \$100 damage deposit required, refundable if facility clean and undamaged after rental period
- Clean-up required after rental period; damage costs or missing items will be taken out of fees
- Cancellation: Rental fees retained if cancelled less than 60 days prior; deposits returned if cancellation more than 30 days before reservation; all fees retained by city if cancellation less than 30 days prior

Fees are waived for **regular** meetings of civic/church groups and Greene County School District but Rental Agreement must be signed

NOTE: All groups must clean up after their meetings and events and are responsible for any missing items or damage to the building or its contents during their reserved dates/times.

The Community Center, including but not limited to the building, is to be ***left in the same condition*** that existed at the commencement of the Rental Term, ordinary wear and tear excepted. Clean-up must be done prior to expiration of the Rental Term to be considered for deposit return. See attached **GRAND JUNCTION COMMUNITY CENTER CLEAN UP CHECK-LIST** for specific clean-up details.

### **RESPONSIBILITIES OF LESSEE**

At time of reservation Lessee shall provide contact information and the following:

- Reservation times AND event date(s) and time(s)
- Facilities and equipment requested
- Type of event & number of persons attending
- Audio/visual equipment, if needed
- Whether food or alcohol will be consumed during the event

If Lessee or those utilizing the Community Center during the Rental Term do not abide by the rules set forth in the Rental Agreement and these Guidelines, the City of Grand Junction may refuse the Lessee or any other person's future use of the Community Center.

1. During usage of the facilities, Lessee is responsible for all persons complying with all federal and state laws, all city ordinances, and all city rules and regulations, including the Rental Agreement and these Guidelines.
2. If the Lessee or guests create a false fire alarm, the Lessee forfeits the entire damage deposit.
3. Lessee is responsible for damage to the Community Center and its contents or missing items during their usage. Damage costs not covered by a damage deposit will be paid immediately by the Lessee upon notice of the charges. The Community Center designee will be solely responsible for deciding if the facilities and equipment were left in acceptable condition and if the damage deposit or any portion thereof should be returned to the Lessee.
4. **Lessee will complete a checklist for cleaning up the Community Center after use.**

### **RESPONSIBILITIES OF THE CITY**

The Grand Junction City Clerk will oversee the rental calendar, manage the Rental Agreements, and collect the fees. The City Clerk and/or the Community Center Hostess shall have the authority to sign the Rental Agreement on behalf of the City of Grand Junction.

The City of Grand Junction has the right to control the management of the leased facilities, including building and equipment, and the right to enforce all necessary and proper rules for its management and operation. The City of Grand Junction, through its authorized agents and employees, may enter the premises at any time and on any occasion, but the representatives shall use their best efforts to not make their appearance obvious unless reasonably required in the sole determination of the representatives.

The City of Grand Junction also may notify the Greene County Sheriff's Department of events. The Greene County Sheriff, Sheriff's Deputies, and other agents may enter the leased facilities at any time to ensure the safety and welfare of the people within.

If the Community Center or any part of it is destroyed or damaged by fire or by any other cause, or if any other casualty or occurrence renders the fulfillment of the Rental Agreement by the City of Grand Junction impossible or impractical, then the City of Grand Junction shall not be held liable or responsible to Lessee for any consequential damages. Except as otherwise provided herein, Lessee will protect, defend, and indemnify the City of Grand Junction and the Grand Junction Community Center from and against all loss, costs, damage, and expenses occasioned by, or arising out of, any accident or other occurrence, causing or inflicting injury or damage to any person or property, happening or done in, upon, or about the Community Center, or due directly or indirectly to the tenancy, use, or occupancy thereof, or any part thereof, by Lessee or any person claiming through or under Lessee.

#### **MISCELLANEOUS**

1. Alcoholic beverages may be consumed in the Community Center with notice to City Hall at the time of rental but may **not** be sold. The Lessee is responsible to ensure there is no underage drinking. No tobacco products may be used in or around the Community Center, including but not limited to cigarettes, cigars, pipes, and chewing tobacco.
2. **Tables and chairs are not to leave the Community Center.** No individual or organization will be able to use them outside the Community Center. They will not be available for rent.
3. The use of free-standing decorations is allowed. Lessee may use only the trim strip for their decorations. No decorations may be attached to the structure of the Community Center. No thumbtacks, tapes, staples, or glue will be allowed to attach decorations. No rice, confetti, bubbles, silly string, loose glitter, birdseed, smoke machines, fireworks, or loose balloons are allowed. **No holes may be made in the walls or trim, no tape used on the walls.** Check with the Community Center Hostess or its designee for clarification on what decorations are acceptable.
4. No animals except assistance dogs or other therapy animals will be allowed in the Community Center.

**CITY OF GRAND JUNCTION COMMUNITY CENTER RENTAL AGREEMENT**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Reservation Start and End Times: \_\_\_\_\_

Event Type: \_\_\_\_\_ Number attending: \_\_\_\_\_

**Room / Rental Requested:**

\_\_\_\_\_ Lincoln Hwy Room @ \$100.00

\_\_\_\_\_ Junction Room @ \$50.00

\_\_\_\_\_ Kitchen @ \$50.00

\_\_\_\_\_ Audio/Visual Equipment @ \$50

\_\_\_\_\_ Weekend (7pm Fri-10am Sun) @ \$400.00

Total Rental \$ \_\_\_\_\_

**Total Amount Due including Damage Deposit (\$100) = \$ \_\_\_\_\_**

Will food be served? \_\_\_ Yes \_\_\_ No

Will alcohol be served? \_\_\_ Yes \_\_\_ No

**AGREEMENT**

The City of Grand Junction agrees to rent the Facilities indicated above to the Party indicated above on the Date(s) and Time(s) indicated above for the rental sum of \$ \_\_\_\_\_ plus damage deposit of \$100 for a total rental amount of \$ \_\_\_\_\_ with the following restrictions: \_\_\_\_\_.

Lessee hereby agrees to be responsible for compliance with all rules and regulations governing the use of above-said facilities and for all damage to the building and equipment. Lessee further agrees to clean up the premises and leave it in good order and repair according to the Clean-up Check List.

The Lessee further hereby agrees to indemnify and hold harmless the entity of City of Grand Junction for any injury or damage to persons or property occurring during, or arising out of, occupancy and use of above-said facilities by the Lessee and guests.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Lessee \_\_\_\_\_ Phone \_\_\_\_\_

Rules Received \_\_\_\_\_ (Lessee initial) Accepted by \_\_\_\_\_ (for the City)

## GRAND JUNCTION COMMUNITY CENTER CLEAN-UP CHECK LIST

For Lessee to receive a refund in full of its damage deposit, these items MUST be completed to the satisfaction of the City of Grand Junction. Cleaning materials may be found in Community Room and/or in Kitchen/Utility Room.

1. Floors must be swept and mopped.
2. All dishes and kitchen equipment must be washed and returned to the proper location. Dishes are not to be left in the dishwasher or drying rack.
3. Refrigerators, freezers, and ovens must be emptied and clean.
4. Tables and chairs must be wiped clean and returned to their original positions.
5. Stove tops and counters must be clean.
6. Coffee pots must be washed. DO NOT SUBMERGE BASE IN WATER.
7. Trash must be tied in bags and deposited outside in trash bin.
8. Recyclables must be bagged and place outside in appropriate containers.
9. Linen bundles must be left on counter for pickup. Lessee may take paper towels and remaining garbage bags with them.
10. Bathrooms must be tidied, and garbage bagged and deposited outside in trash bins.
11. Grounds outside of the Community Center must be cleaned, including pickup and disposal of cigarette butts and cigar stubs, paper products, bottles and cans, and any other items.
12. All windows must be closed and locked and shades drawn.
13. All lights must be turned off.
14. The thermostat must be returned to the same settings as at the commencement of the rental term.

COMPLETED BY:

\_\_\_\_\_

Lessee

\_\_\_\_\_

Date

APPROVED BY:

\_\_\_\_\_

City of Grand Junction / Designee

\_\_\_\_\_

Date