

# Community Center – General Information

1605 Lincoln Avenue, Steamboat Springs, CO 80487

Rev. 10.23.23

**PAYMENT & ALL REQUIRED DOCUMENTATION IS DUE WITHIN 48 HRS OF RESERVATION APPROVAL**

*Your reservation may be cancelled if payment & documentation isn't received when required.*

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**TIMING OF EVENT:** Your reservation must include the time to set up and to clean up for your event.

**PAYMENT:** Due at time of reservation by credit card via your profile in the Civic Rec Reservation System.

**DAMAGE DEPOSIT:**

- \$500 – must be secured with a credit card in your account profile via the reservation system
- The card will not be charged unless there are **damages or noncompliance** with Use Agreement.

**KEYS:** You are responsible for picking up the key prior to your event and returned within 2 days.

- Pick up a key at the Elkins House, please call 970-871-8264 to arrange a pickup time.
- Key can be picked up on the day of your event; or on a Friday (**UNTIL 11AM**) if your event is on the weekend.

**KITCHEN RENTAL:** Flat rate w/room rental: (See rates on city website – [www.steamboatsprings.net](http://www.steamboatsprings.net))

The following items are included with rental of the kitchen:

- |                |                              |                         |             |
|----------------|------------------------------|-------------------------|-------------|
| - Refrigerator | - Small Freezer              | - Commercial Dishwasher | - Sinks     |
| - Oven & Range | - Ice Maker (not guaranteed) | - 4 Warming Trays       | - Microwave |

*(You must supply your own utensils & any special equipment for the purpose of food and/or beverage service.)*

**MAXIMUM CAPACITIES:**

East or West Side	East & West Side	American Legion Room
- 85 (Round tables & chairs)	- 175 (Round tables & chairs)	- 24 (1 large table)
- 175 (Theatre style seating)	- 350 (Theatre style seating)	

**EQUIPMENT PROVIDED: No Charge**

**Tables & Chairs (East & West Rooms)**

- 20 (5' diameter round)
- 2 (8' x 30" oblong)
- 200 chairs

**Miscellaneous Equipment: (Must request at time of Reservation)**

- Podium
- 2 projection screens (**PROJECTOR NOT INCLUDED**)
- Piano (East Community Room only, cannot be moved)

**CLEANING:** It is the responsibility of the renter to leave the Community Center in a clean and re-rentable condition. Cleaning supplies are provided in the Janitorial Closet. **Please clean & return furniture to its original location.** Empty all trash receptacles and deposit trash into outside dumpsters. Dry mop all wood floors. Vacuum carpeted areas. Please clean up spills as they happen. Clean/Wipe down restroom fixtures, sinks, counters, & floors. Clean kitchen appliances, sinks, counters, & floors. Your damage deposit will be forfeited in the event this clause is not met. Damage above and beyond the deposit is the responsibility of the Renter.

**ALCOHOL:** If the undersigned represents a Non-Profit Organization, the serving of alcoholic beverages must be preapproved via a Special Events Permit. This Permit may take up to 30 days to obtain. The City Clerk's office must be contacted regarding this Special Event Permit, at (970) 871-8275.

If the undersigned represents the **General Public or a Commercial Organization**, the **servicing** of alcoholic beverages is allowed. You will NOT need a Special Events Permit, provided that the event is invitation only, and no money is involved. (No cash bars and the cost of the alcohol cannot be hidden in an entry fee.) To obtain permission to serve alcoholic beverages **the City Clerk's office MUST be contacted** via email: [hoss@steamboatsprings.net](mailto:hoss@steamboatsprings.net). User will receive written approval from the City Clerk's office. **Alcoholic beverages are NOT permitted outside of the Community Center.**

**INSURANCE:** A Certificate of Insurance is required if your event is open to the public, i.e., not by invitation; or proof thereof, for \$1,000,000 of general liability coverage with the City of Steamboat Springs named as additional insured, shall be provided by the undersigned. This can be emailed to [tchilders@steamboatsprings.net](mailto:tchilders@steamboatsprings.net). This Certificate may be obtained by calling the agency that provides your property casualty or homeowners insurance.

**OUTDOOR/INDOOR SPACE:** ~10'- 12' concrete apron along the East & South side of building + 4 metal picnic tables. Stakes are not allowed; sandbags are allowed for securing outside structures; no driving or wheeled vehicles on soft surfaces. "Bouncy houses" are not allowed, no nails, adhesives, screws, etc. (refer to use agreement for more information).

**City Office Hours: Mon-Thurs, (7:30 am – 5:30 pm)**

**Friday, (7:30 am – 11:30 am)**

City of Steamboat Springs / P.O. Box 775088, Steamboat Springs, CO 80477 Attn: Community Center

[tchilders@steamboatsprings.net](mailto:tchilders@steamboatsprings.net) / Phone: (970) 871-8264