

# Community Center – General Information

1605 Lincoln Avenue, Steamboat Springs, CO 80487

Rev. 10.23.18

**OFFICE HOURS: Monday – Thursday, (7:30 AM – 5:30 PM); Friday, (7:30 AM – 11:30 AM)**

**PAYMENT AND ALL REQUIRED DOCUMENTATION IS DUE AT TIME OF RESERVATION**

***Your reservation may be cancelled if payment (via Credit Card) & Documentation is not received at time of reservation.***

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

**PAYMENT: Is (due at time of reservation) by credit card via your profile in the ActiveNet Reservation System.**

**DAMAGE DEPOSIT: \$100 (no alcohol) or \$500 (serving alcohol) (INCLUDES \$20.00 KEY DEPOSIT).**

- Deposits must be secured with a credit card in your profile via our ActiveNet Reservation system.
- The card will not be charged it is there as security only.

**KEYS: You are responsible for picking up the key prior to your event / return within 2 days**

- Key to be picked up at the Elkins House at 927 Oak Street please call 970-871-8264 to arrange a pick up time.
- Key can be picked up on the day of your event or on Friday if your event is on the following Saturday or Sunday.

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

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

**The following items are included with rental of the kitchen:**

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

**MAXIMUM CAPACITIES:**

**East or West Side**

- 80 (Round tables & chairs)
- 175 (Theatre style seating)

**East & West Side**

- 170 (Round tables & chairs)
- 350 (Theatre style seating)

**American Legion Room**

- 20 to 24 (1 large table)

**EQUIPMENT PROVIDED: (free of charge)**

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

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

**Miscellaneous Equipment**

- Podium
- 2 projection screens
- 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 orderly condition. Cleaning materials and supplies are provided in the Janitorial Closet. Return all furniture to original location. Empty all trash receptacles and deposit trash into outside dumpsters. Dry mop all wood floors. Vacuum carpeted areas. Clean up spills as soon as possible. Clean up restroom fixtures, sinks, counters and floors. Clean kitchen appliances, sinks, counters and 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) 871-8248.**

If the undersigned represents the **General Public or a Commercial Organization**, the serving of alcoholic beverages is allowed without 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, at (970) 871-8248.** 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, sand bags for securing outside structures; no driving or wheeled vehicles on soft surfaces "Bouncy houses" are not allowed inside the facility, no nails, adhesives, screws, etc (refer to use agreement for more information)**