

## Facility Use Agreement – Community Center

(Please complete and submit this form with your payment & your insurance certificate (if required).)

Rev 8.28.23

In consideration of use of the Community Center, 1605 Lincoln Avenue, a facility of the City of Steamboat Springs, the undersigned hereby agrees to the following:

1. **Payment & deposit is due within 48 hours of notification** from City staff that your reservation has been accepted. Payment must be made with a credit card and the card must be included in your profile within the CivicRec Reservation System. The card will be used for payment and to secure your deposit of **\$500.00**. The card will not be charged for the deposit unless damages or non-compliance with this agreement occur. All events will be charged for the City's additional costs to clean after the event if required.  
\_\_\_\_\_(Initial)
2. **Timing of Event: Time reserved must include time to set-up and clean-up. Early access is not allowed. The undersigned or hired vendors or caterers cannot occupy the facility prior to, or after their contracted time.** All event settings, food, catered supplies, event props/equipment must be removed from the facility by the end of your contracted time. Failure to comply may result in additional fees. No refunds due to partial use of reserved time.  
\_\_\_\_\_(Initial)
3. **Cancellation: Request for cancellation of this agreement must be received 3 weeks prior to the reservation** to receive a full refund **less a \$50 processing fee**. Notification not meeting this requirement will result in the loss of a one-day rental if multiple days or the cost of your event if less than a day's rental. **All cancelled reservations will incur a minimum of a \$50 processing fee.**  
\_\_\_\_\_(Initial)
4. **Keys** are to be picked up at the **Elkins House, located at 927 Oak Street**, no more than (1) day prior to your event or by 11:30 am on Friday, if a weekend event. **You must pick up a key prior to your event.**
  - a. **Office Hours are Monday - Thursday 7:30am - 5:30pm and Friday 7:30am – 11:30 am.**
  - b. **Return key(s)** by the following day or on Monday if the reservation occurs over the weekend.  
**Return key(s) to the Elkins House or to the front desk of City Hall / Centennial Bldg at 124 10<sup>th</sup> Street; if outside of normal business hours you can drop your key(s) into the Utility Payment drop box located to the right of the right front doors of Centennial /City Hall at 124 10<sup>th</sup> Street.**
    - i. You will be charged a \$20.00 fee if you do not pick up keys during normal office hours or a \$20.00 replacement fee if you lose the keys or fail to return them within the designated time defined above.  
\_\_\_\_\_(Initial)
5. **Permission to serve Alcohol is required: Private or Public?**
  - a. **Private Event** – is by invitation only, there is no charge to attend, and no charge to guests for alcohol, you will still need to obtain a letter of approval from the City Clerk's office at [hoss@steamboatsprings.net](mailto:hoss@steamboatsprings.net) or call 970-871-8275.
  - b. **Public Event** - Non-profits are required to apply for a Special Events Permit (one time liquor permit) 30 days in advance of the event – there is a charge for a permit. **Contact Julie Franklin at [jfranklin@steamboatsprings.net](mailto:jfranklin@steamboatsprings.net) / 970-871-8248.**
    - i. If a Non-profit event is by invitation only and there is no charge for alcohol, a "special event permit" is not required but the City Clerk's office must still be notified.
  - c. **Alcoholic beverages are NOT permitted outside of the Community Center.**  
\_\_\_\_\_(Initial)
6. **Capacity:** The undersigned agrees to not exceed the maximum person capacities as defined on the City of Steamboat Springs website. Exceeding these numbers could result in the loss of your deposit.  
\_\_\_\_\_(Initial)

7. **A Certificate of Insurance is required if the event is open to the public or not by invitation only.** \$1,000,000 of general liability coverage indemnifying the City of Steamboat Springs shall be provided by the undersigned.  
 \_\_\_\_\_(Initial)
8. **Cleaning:** You will be charged if all cleaning requirements have not been met. A limited choice of cleaning materials & supplies are provided in the janitorial closet. Return & clean all furniture to original location – **please comply with instructions located on the inside door of furniture closet.** Empty all trash receptacles & deposit trash into outside dumpsters. Dry mop wood floor, vacuum carpeted areas and clean up spills as needed. Wipe down restroom fixtures, sinks, counters & floors. Wipe down kitchen appliances, sinks, counters, and floors if used. You will be responsible for additional fees in the event this clause is not met. **Damages are the responsibility of the undersigned.**  
 \_\_\_\_\_(Initial)
9. **Decorations: No GLITTER, No CANDLES,** no nails, screws, tacks, staples, hangers, tape, push pins, or other materials considered harmful or defacing to the facility structure are permitted. Command strips, glue pads (UHU TAC pads) or similar non-damaging removable products are allowed. **Tables & Chairs are not permitted outside.**  
 \_\_\_\_\_(Initial)
10. **Security:** Security of the Community Center is the undersigned's responsibility during the scheduled time. The undersigned must lock the facility (all doors & all windows) when leaving unless there are other events in progress at the time of their departure. **Failure to do so may result in the loss of your deposit.**  
 \_\_\_\_\_(Initial)
11. **Parking & Grounds:** The City of Steamboat Springs does not guarantee on-site parking. Vehicle parking or driving on any soft surface is NOT ALLOWED. Anything with a wheel(s) will remain on the concrete or asphalt and is NOT allowed at any time on the lawn area. **Bouncy houses are NOT ALLOWED. Tents/sunshades are allowed with approval & if secured with sandbags, the use of ground stakes is not allowed. There is no access to outside water or electricity.**  
 \_\_\_\_\_(Initial)
12. **Technical Support is NOT PROVIDED outside of the City's normal working hours;** Support consists of ensuring the City provided equipment is working but is not guaranteed. The City does not provide support of equipment not owned by the City.  
 \_\_\_\_\_(Initial)
13. **Concessions:** The sale of food or concession items to the public must be pre-approved by obtaining a Special Activity Permit from the City and/or a letter of support from Routt County Environmental Health (870-5588).  
 \_\_\_\_\_(Initial)
14. **Sale of Goods:** If you will be selling any items (tangible personal property), you must present a copy of your City of Steamboat Springs Sales Tax License. For an application or questions regarding Sales Tax, please contact our Sales Tax Division at 970-871-8233 or visit them at City Hall - temporarily located at 124 10th St., in the Centennial Hall Building.  
 \_\_\_\_\_(Initial)
15. **Laws:** The undersigned agrees to follow all federal, state, and local laws on premises and regarding this rental.  
 a. **Dogs** are not allowed in city buildings except for service animals.  
 b. **Smoke** of any kind is not permitted inside the facility or within 20 feet of the outside of the building.  
 \_\_\_\_\_(Initial)
16. **Release of Liability:** The undersigned indemnifies and holds harmless the City of Steamboat Springs and its officers, agents, and employees from any, and all liability, damages, loss, cost, and expenses on account of any claim, suit or action made or brought against the City, its officers, agents, or employees for the death of or injury to persons or destruction of property arising out of or claimed to arise out of the use of the facilities of the City pursuant to this Facility Use Agreement.  
 \_\_\_\_\_(Initial)
17. **Unforeseen Circumstances:** In the event of mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by the City of Steamboat Springs impossible or impractical, this agreement shall be terminated or suspended at the City's option, and the undersigned waives any claim for damage or compensation should this agreement be terminated.  
 \_\_\_\_\_(Initial)

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I have read the foregoing and the definitions attached hereto and incorporated herein by this reference.  
I fully understand my rights and obligations in connection with the use of the Community Center.

**REQUESTING THIS RESERVATION COMMITS THE RENTER TO THE TERMS OF THIS AGREEMENT.  
THE RESERVATION WILL NOT BE FINALIZED UNTIL THIS AGREEMENT AND FULL PAYMENT IS RECEIVED.  
A CREDIT CARD IS REQUIRED TO BE IN YOUR PROFILE FOR PAYMENT AND TO SECURE THE DEPOSIT.**

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**The following information is required:**

Date(s) of your Event: \_\_\_\_\_ Use Fee Amount: \$ \_\_\_\_\_

Non-Profit - 501c3 provided? Yes \_\_\_ No \_\_\_ Tax ID # if Claiming Tax Exemption: \_\_\_\_\_

Home & Cell Phone Number: \_\_\_\_\_

Will alcohol be sold or distributed at your event (indicate which)? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your event open to the public? If yes, a Certificate of Insurance is required. Yes \_\_\_\_\_ No \_\_\_\_\_

Insurance Certificate (if required - please check one):

Enclosed \_\_\_\_\_ (Insurance company to provide) \_\_\_\_\_ N/A \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_ Credit Card (last 4 digits) \_\_\_\_\_ CVV # \_\_\_\_\_

**Please provide an additional contact person if the event that you cannot be reached:**

Secondary (personal) Contact Name & Number: \_\_\_\_\_

**Please provide contact information for all 3<sup>rd</sup> party vendors hired for your event:**

*(Ex: Caterer, Event Planner, Event rentals, band, etc.)*

Vendor Name & Number: \_\_\_\_\_

Vendor Name & Number: \_\_\_\_\_

**I agree that I may be charged a fee if at the end of my reservation I have not removed all personal items used for my event at the Community Center.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Community Center - Facility Use Agreement - continued**

**KITCHEN USE ONLY**

**Initial, sign, & return this page if renting the Kitchen**

1. Kitchen rental consists of access to ovens, stoves, microwave, sinks, dishwasher, ice machine and public refrigerator and freezer. \_\_\_\_\_(Initial)
2. Public refrigerator is a standard sized free-standing refrigerator located behind the entrance to the kitchen. \_\_\_\_\_(Initial)
3. Public freezer is a half-sized free-standing freezer located next to the stove across from the refrigerator. \_\_\_\_\_(Initial)
4. Renters will be responsible for providing all their own cooking and serving utensils, dishes, glasses, and linens. \_\_\_\_\_(Initial)
5. It is the responsibility of the renter to leave the kitchen in a clean and orderly condition. Kitchen appliances, sinks, counters must be wiped down and floors must be mopped. \_\_\_\_\_(Initial)
6. It is the responsibility of the renter to remove all event items from the community refrigerator, freezer, kitchen, and rented room(s) by the end of the reservation time. No items are to be left in the building nor outside by the dumpsters. \_\_\_\_\_(Initial)
7. Use of kitchen does NOT include use of the walk-in cooler, walk-in freezer, or dry storage. These areas are property of the Routt County Council on Aging. \_\_\_\_\_(Initial)

\_\_\_\_\_  
**Signature of Renter**

\_\_\_\_\_  
**Date signed**

City of Steamboat Springs  
P.O. Box 775088, Steamboat Springs, CO 80477  
[tchilders@steamboatsprings.net](mailto:tchilders@steamboatsprings.net)

**Phone: (970) 871-8264**

Please visit the City website at: [www.steamboatsprings.net/facilityrentals](http://www.steamboatsprings.net/facilityrentals)