



Recreation Room Rental Application

5845 W. 25th Ave.
Edgewater, CO 80214

Guidelines

Thank you for choosing Edgewater's Recreation Room for your special gathering. We appreciate your help in keeping our facility clean. The Recreation Room can be reserved all day, or just for a few hours, as we charge by the hour. The Recreation Room's address is 5845 W. 25th Ave., located at the corner of 25th Ave and Gray St. It has a full kitchen, a bathroom, and accessible tables and chairs. The Recreation Room hours are from 9:00am to 9:00pm. For any additional information or to check the availability of the Recreation Room please call 720-763-3010.

Renter Responsibilities for Recreation Room Rental:

Failure to abide by any of the following responsibilities will result in the forfeit of your damage deposit, and possible future denial of using our facility.

1. **Applicant is responsible for picking up the key to the Recreation Room prior to their reservation.** Applicants can pick up the key at City Hall between the hours of 9:00am-5:00pm Monday through Friday. Failure to pick up the key before the weekend will result in being locked out of the facility.
***City sponsored events will not need to pick up key, the key will be issued to staff designee.*
2. **Applicant is responsible for returning the key after their event with Reservation Form.** There is a drop box in the parking lot of City Hall for after hours drop off. You may also drop it off at the front desk during operating hours. You will not get your deposit back until the key is returned, and the room has been inspected.
3. **The Recreation Room must be left in a clean and orderly condition.** All decorations, unwanted food, and litter must be put in the trash receptacles. Any excess trash must be removed from the facility. The kitchen and bathroom areas need to be restored to the way they were found.
4. **Applicant will be responsible for the conduct and control of participants.** All Recreation Room use will be under the direct supervision of an adult. Noise complaints or misconduct will result in the loss of your damage deposit.
5. **Applicant must specify definite times for arrival and departure.** Staying beyond the agreed upon time will forfeit your deposit.
6. **Applicant may have access to the tables and chairs in the room, but they must be put away before leaving the facility.**
7. **Alcoholic beverages are prohibited.**
8. **Animals are prohibited.**
9. **Heating and cooling regulators shall not be adjusted.**
10. **No more than one hundred persons shall use the facility at any one time.**
11. **All municipal codes. Laws, and regulations shall be followed.**

_____ Renter Initials



User Groups

Below is a list of user groups with a brief description of what categorizes a rental. Facility will be reserved on a first come first serve basis.

City of Edgewater-City sponsored activities will have first rights to the facility. Sponsored activities include recreation programs, special events, meetings and meals. All City Sponsored Activities must have a designated staff person or program leader in attendance throughout the event. Keys will be issued to the staff person or program leader.

Edgewater Non-Profit Agency – To be categorized as a non-profit a member of the organization will have to prove the organizations non-profit standing through IRS documentation. Representatives will also need to provide documentation that their organization is Edgewater based or serves Edgewater constitutes prior to receiving Edgewater Non-Profit standing with the Parks and Recreation Department.

Private Rental Edgewater Resident – To be categorized as a Private Rental Edgewater resident, the main contact for the rental will have to provide proof of residency in Edgewater. This proof can be a Drivers License with their Edgewater address listed on it, or a utility bill that includes their Edgewater address.

Private Rental Edgewater Non-Resident – All rental applicants that do not fit in the above mentioned categories will fall into the Non-Resident category.

Fees**Pricing is structured per hour or four hour block, with a maximum of an eight hour rental.

Rental Category	Rental Rate	Damage Deposit
<i>City of Edgewater</i>	\$0	\$0
<i>Edgewater Non-Profit</i>	\$0	\$0
<i>Private Rental Resident</i>	\$20/hour	\$100
<i>**Four hour rental</i>	\$70/4 hours	\$100
<i>Private Rental Non-Resident</i>	\$30/hour	\$100
<i>**Four hour rental</i>	\$110/4 hours	\$100

All fees must be paid in full to reserve a date. Dates will not be held with partial payments. If you cancel your reservation, there will be no refund on your fee. You will get your deposit back, but the fee will not be refunded. **No exception.**

Damage Deposit and Refunds

Fee and damage deposit must be made upon rental. You will be refunded your deposit **ONLY** if the facility is not damaged and satisfactorily cleaned by the users. The deposit and/or any portion deemed necessary shall be retained by the city as a compensation for the damages or cleaning fees. The damage deposit will be issued in the form of a check, and may take up to three weeks for processing. Note: Please make sure your address is correct. The address on your paperwork is where your deposit will be sent.

The City of Edgewater will not be held liable for any injuries to participants, or damage to equipment. The applicant assumes all responsibility for use. By signing this, I agree to the terms and conditions of use, and I have read and understand all the conditions outlined above.

Signature: _____ Date: _____

Print Name: _____



Recreation Room Permit Form

Name of Organization or Person: _____ User Group: _____

Responsible Person: _____

Address: _____

Street City State, Zip Code

****The above address is where the damage deposit refund will be mailed.**

Home Phone: _____ Work Phone: _____

Reservation Date: _____

Day of the Week Month Date

Number of People at Event: _____

The user will be there from _____ am/pm to _____ am/pm.

Reservation Fee: _____ x _____ = \$ _____

Total Hours (1) Rate

_____ x _____ = \$ _____

Total Hours (2) Rate

Deposit = \$ _____

= \$ _____

Total

Event Name: _____

The responsible person shall supervise all activities and shall be held accountable for clean-up of the facility. All rules and regulations must be adhered to.

Signature: _____ Date: _____

Print Name: _____

AUTHORIZATION:

_____ Parks and Recreation Director/Coordinator

_____ Key # Issued Staff Initial: _____

****Please return this form with your key for the damage deposit return.**

_____ Renter Initials