



CITY OF FRUITA – 101 W McCune Ave

Permit # \_\_\_\_\_

**COMMUNITY ROOM RENTAL AGREEMENT AND APPLICATION**

970-858-0360 325 E Aspen Ste 155 Fruita Co 81521 fax 970-858-0210

Name/Organization Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

Street

City

ZIP

Phone: \_\_\_\_\_ Date(s) of Rental: \_\_\_\_\_

Time(s) of Rental: \_\_\_\_\_(am/pm) No. of People Expected: \_\_\_\_\_

The renter is required to sign for a key on the last working day before the event and the key must be returned to the Recreation office on the next business day. If no key is signed out, the renter forfeits the key deposit fee paid. The event set-up and clean-up is also the responsibility of the renter. Payment for rental use begins upon entering the room for set-up and the time the door is locked after clean-up. **The renter is responsible for locking the two (2) outside doors to the building after the event. If doors are found unlocked by City Building Staff, the room deposit will not be refunded.** A Cancellation fee of \$5.00 is charged for requested cancelled reservations. If event is not cancelled in the 48 hours before event, there will not be fees refunded. Helium balloons may cause damage to the ceiling fans if they get loose. Please be aware that the repair/service fee will be withheld from room deposit and costs for labor invoiced, to remove the balloons.

The kitchen facilities and equipment are available only if reserved. Tables (\_\_\_\_\_) *Initial* \_\_\_\_\_, and chairs (approximately 64) are located in the storage area for your use .The renter will be responsible for obtaining, at their own expense, more tables and chairs if needed. Fire Code capacity is (180) for this room with no furniture or equipment. THIS CAPACITY IS AFFECTED BY GYMNASTIC EQUIPMENT CURRENTLY IN THE ROOM. Please make your plans accordingly.

*The renter is also responsible for:*

1. Taking the trash out to the dumpster located in the northwest corner of the north parking lot;
2. Cleaning all parts of the kitchen area (if used) including stove, oven, refrigerator, counters, dishes;
3. Bringing all cleaning supplies needed;
4. Sweeping and mopping entire Community Room floor (all linoleum);
5. Making sure room is left set up exactly the way it was found upon entry (i.e., stacking chairs, cleaning and stacking tables away, gymnastic equipment);
6. Making sure all restrooms are clean, including sinks, toilets, and floors;
7. Check that all doors are locked and secure before leaving the premises. (Lock Community Room doors upon leaving and all doors (inside and outside) must be locked when you leave the building after business hours).
8. Return keys to the Fruita Recreation office Monday - Friday 7:30am-6:00pm, the next business day after the event and City staff will verify the condition of the room during business hours before a deposit will be refunded.

*Initial/Date:* \_\_\_\_\_

*In consideration of the permission to use the Community Room, the Renter also agrees:*

1. To abide by all rules, regulations, and ordinances of the City of Fruita, as well as those in attendance for the use noted above;
2. To NOT allow smoking inside the building in any area by any person in attendance;
3. To make sure all attendees confine their use to the Community Room and restrooms ONLY; Hallways are for walk-through use and not part of the rental area;
4. To be responsible for all setting up of the room and returning it to its original condition;
5. To limit food and drink use to the Community Room only;
6. To cancel at least one (1) week in advance in order to have portion of fees reimbursed;
7. No damage of any kind or description will be committed upon the building or any of its contents by any person(s) in attendance, and that the undersigned person(s) will hold harmless and indemnify the City of Fruita for any person(s), whose property may be within the building, for loss or damage to such property caused by any person(s) in attendance for the use noted above, or for any damage or injury arising by reasons for the use noted above.

Initial/Date: \_\_\_\_\_

**Community Room use fees:**

- First 2 hours *without food and drinks* .....\$40.00 \$ \_\_\_\_\_
  - each additional hour.....\$15.00 \_\_\_\_\_ hours × \$15 = \$ \_\_\_\_\_
  
  - First 2 hours *with food and/or drinks* .....\$75.00 \$ \_\_\_\_\_
  - each additional hour.....\$35.00 \_\_\_\_\_ hours × \$35 = \$ \_\_\_\_\_
  
  - Refundable Room Deposit.....\$50.00 \$ \_\_\_\_\_
  - Refundable Room Deposit *with alcohol*.....\$300.00 \$ \_\_\_\_\_
  - Refundable Key Deposit.....\$25.00 \$ 25.00
  
  - Cleaning if necessary.....\$20.00/hour \_\_\_\_\_ hours × \$20 = \$ \_\_\_\_\_
- Total \$ \_\_\_\_\_**

**Payment must be made in full when the application is submitted at the City of Fruita Recreation office in the Fruita Civic Center, 325 E. Aspen, Fruita, CO 81521. (M-F 7:30am to 6:00pm). We do not guarantee use of room until full payment has been received. The City reserves the right to use any City facility at any time. Upon any un-for-seen circumstances of the City requiring use of a previously rented facility, we will provide a 48-hour advance, verbal notice to the undersigned person(s) and refund any prepaid fees.**

**Refunds will be made to original payer of deposit.**

**Emergency phone number is 911.**

**After hours non-emergency phone number is 250-7835 (ONLY for Facility Use Problems such as power loss, clogged toilets, etc.) - Monday to Friday until 3:30pm call 858-9558.**

Initial/Date: \_\_\_\_\_

**I/We have read, and understand the above rental terms and conditions and agree to comply with all rules and regulations as previously stated. I also acknowledge that I am solely responsible for all person(s) in attendance of the above function and shall be held accountable for their action(s) as well as my own.**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**OFFICE USE ONLY:**

Date Key Out:	Key #:	Date Key In:
Calendar Amended:		Date Walk Through: _____ Initials: ____
Comments by Staff:		Date Deposit Refunded: