



Fruita Community Center Rental Agreement
324 N. Coulson St.
Fruita, CO 81521
Telephone: (970) 858-0360 Fax: (970) 858-9540

Reservation Number: _____

Name of Person/Organization Renting: _____

Mailing Address: _____

Contact's Name: _____

Phone #: _____

Fax #: _____

E-mail Address: _____

Date of Rentals: _____ Time of Rental: _____

Number of People Expected: _____

Room(s) to be rented:	<input type="checkbox"/> Cherry Mtg. Room (capacity 31)	<input type="checkbox"/> Kitchen
	<input type="checkbox"/> Plum Mtg. Room (capacity 31)	<input type="checkbox"/> Pool Party Room (capacity 28)
	<input type="checkbox"/> Peach Mtg. Room (capacity 31)	<input type="checkbox"/> Outdoor Shelters – North – Southeast – Southwest
	<input type="checkbox"/> Full Mtg. Room (capacity 93)	(Please Circle One)

Room Set Up? (fee applies): Yes / No Set-up Choice: CR PR U SQ B R6 R8 WG D Other (see attached forms)

Note: If additional chairs, tables or special equipment is required it will be the renter's responsibility to make their own arrangements. Room set up is only the setup of tables and chairs. (Set up is not offered for Pool Party room rentals).

Purpose of Meeting/Event: _____

The renter is required to check in and out at the front desk prior to entry into rental area. The event set-up and clean-up is the responsibility of the renter unless otherwise noted. ½ hour set up and clean up is provided with rentals up to 4 hours. One hour is provided for set-up and clean-up for rentals longer than 4 hours. Rentals 8 hours or longer may be able set up the night prior to the rental (if availability permits). A cancellation fee of \$5.00 is charged for the requested cancelled reservations. If event is not cancelled in the 48 hours before event, there will be no fees refunded.

Community Center Room Use Fees:

- 1 FCC Mtg. Room = \$30/hour
- More than 6 hours = \$180
- 2 FCC Mtg. Rooms = \$60/hour
- More than 6 hours = \$360
- 3 FCC Mtg. Rooms = \$90/hour
- More than 6 hours = \$540
- More than 6 hours + kitchen = \$720
- *Pool Party Room = \$90 for 2 hours
- \$30/additional hour
- Kitchen = \$30/hour
- Outdoor Pool Shelters = \$20/hour

Extras:

- Optional: Set up/Take down Fee of \$10 for 1 room, \$20 for 2 or more rooms.
- \$20/hr will be added to all rentals that take place before or after the facility hours and must be approved by the Guest Services Supervisor.
- Optional: Day passes may be purchased for \$2.00 off per pass with a room rental (excludes shelters).
- *Pool Party rental includes 10 youth/child and 2 adult day passes. Pool Parties must be booked 24 hours before the date of the rental.

Community Center Room Refundable Damage Deposits:

	No Alcohol	with Alcohol
1 Room =	\$50 deposit	\$100 deposit
2+ Rooms =	\$100 deposit	\$200 deposit

1. _____ hours (1-5) X _____ Rental rate = _____ (Rental fee)

6 + hour rentals: 1 room = \$180 + _____

2 rooms = \$360

3 rooms = \$540

3 rooms + kitchen = \$720 = _____ (Rental fee)

a. _____ Refundable deposit

b. _____ after hours + \$20/hr = _____ (After hours fee)

c. Set up/take down fee:

1 room = \$10

2+ rooms = \$20 + _____ (Set up/take down fee)

= **Total**

2. Pool Party Rental _____ = \$90.00 (2 hours) = _____

Additional Hours _____ X \$30 + _____ (Additional hours)

+ _____ Refundable deposit

= **Total**

Alcohol Policy:

Will alcohol be served at your event? Yes / No

If "yes" : This must be a private party. **No** alcohol is allowed for public events.

Will your event take place beyond regular business hours of the facility? Yes / No

If "yes" to the previous two questions:

This reservation needs to go through the Guest Services Supervisor for scheduling of staff and

A security guard must be hired, at your expense, from one of the following companies:

Citadel Security and Investigations – 970-625-4301 Office

Grand Valley Security – 970-260-4893

Lone Star Security – 970-434-4357 to leave a message

Western Colorado Security – 970-245-2827 message to forward or at 8-9 AM

Additional Comments: _____

TERMS AND CONDITIONS

1. All rules, regulations and ordinances of the City of Fruita shall be strictly-complied with by all person(s) in attendance for the use noted above.
2. Smoking is prohibited within the building.
3. All person(s) in attendance for the use noted above will confine themselves strictly to the use of the designated room(s). The entrances and halls are used for access only to the rooms and restrooms.
4. No damage of any kind or description will be done to the building or any of its contents by any person(s) in attendance for the use noted above, 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 for any reason for the use noted above.
5. **Renter(s) opting out of the set up/take down option shall be responsible for the setting up of the rooms and leaving the room and contents in the same condition as found in.** Spills in rooms must be cleaned up. Check the condition of the restrooms before leaving. When food items are left in trash, or over-filled trash can; trash should be carried out to the dumpster (northeast of the building) and a new liner placed in can. Failure to leave room in condition as found will result in a minimum of \$20.00 clean up fee withheld.
6. Renter(s) selecting the set up/take down option shall be responsible for cleaning spills and throwing all trash in the provided trash cans. FCC staff will set up/take down all tables and chairs and place trash bags in dumpster. Spills in rooms must be cleaned up. Check the condition of the restrooms before leaving. When food items are left in trash, or over-filled trash can; trash should be carried out to the dumpster (northeast of the building) and a new liner placed in can. Failure to leave room in condition as found will result in a minimum of \$20.00 clean up fee withheld.
7. There may be someone using the room immediately following you, so be sure to leave it ready for their use. Please secure all doors upon conclusion of your building use. If additional cleaning time is required, you will be charged a cleaning fee for rooms. ½ hour set up and clean up is included in rentals up to 4 hours. One hour is included for set-up and clean-up for rentals longer than 4 hours. Rentals 8 hours or longer may set up the night prior to the rental.
8. A security guard must be hired, at your expense, for private parties when alcohol is provided and are outside of normal facility hours.
9. With the rental of a room at the Fruita Community Center your group can get discounted daily rates into the facility (\$2.00 off per entrance). The discount is eligible only on the same day as the rental takes place, must be purchased within an hour of rental times, either before or after and can only be for as many people as the occupancy of the rented room.
10. **Refunds will be made to original payer of deposit.**

For any emergency (such as power loss, clogged toilets, etc) or any other questions, please visit the front desk.

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 actions(s) as well as my own.

Signature

Date

Signature

Date

OFFICE USE ONLY

Calendar Amended:	Cancellation Requested – Date: _____ Staff: _____ Renter initials: _____
Comments by Staff:	Date Deposit Refunded:

Fruita Community Center Rental Room Checklist

Room: _____

Date of Rental: _____

Time: _____

Rented By (first & last name or organization): _____

**Please wipe down all tables and chairs and leave out until inspected by a staff member and then put all tables and chairs back into storage closet.*

- No new stains
- Cabinetry is undamaged
- Overall room appearance is **clean**
- No new damaged furniture or equipment
- Room partition is undamaged and still in working order
- No new scratches on countertops, clean countertops
- No holes in walls or any other major damages
- Flooring is **clean and swept**. No new scratches
- Trash is taken out to the dumpster
- Room is left as it was found (tables and chairs put away, unless pd for room take down)
- Audio/visual equipment was returned to front desk

Other damages (if any) _____

Notes from staff (if any) _____

Employee Signature

Date/Time

(This form must be filled out by FCC staff in order to receive full refund)