



Town of Platteville
 400 Grand Avenue
 Platteville, CO 80651
 (970) 785-2245 (970)785-2476 Fax
www.plattevillegov.org

COMMUNITY CENTER RENTAL APPLICATION

The Community Center is available Sunday-Saturday from 8:00am until 10:00pm with up to one hour additional for clean-up (completed BY 11:00pm – no exceptions) subject to availability.
 The deposit and rental fees need to be paid in full at the time of reservation.

Please Print

Name of Organization: _____

Primary Contact: _____
Last First MI

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact: _____ Phone: _____
Last First

Date of Event _____ Time: _____ am pm TO _____ am pm

Nature of Event: _____

Number of Participants*: _____ *** Please note: Capacity of 250 people. NOT 250 chairs.

WITH <input type="checkbox"/> or WITHOUT <input type="checkbox"/> Use of Stove/Oven/Refrigerator <small>(Please Circle Which Applies)</small>

Official Use Only

Damage Deposit	Date Paid:	\$350.00	
Cleaning Fee - Standard	\$100.00		
Cleaning Fee - Holiday	\$150.00		
Rental Fees	Resident	Other	
Please add set up and clean up time for your rental.	Full Day- 8 hrs.	\$175.00	\$420.00
	Full Day - Holiday	\$275.00	\$650.00
	Hourly	\$25.00	\$60.00
	Hourly - Holiday	\$35.00	\$90.00
Stove/Refrigerator	\$30.00	\$60.00	
Total Fee	Date Paid:		
Deposit	Date Returned:		

*day = 8 hours EXAMPLE: 10 hours Category 1 rental = \$125.00 + \$20.00 X2= \$165.00

COMMUNITY CENTER RENTAL AGREEMENT

Alcohol: Possession/Consumption of alcohol in the Community Center building or on the adjoining grounds will be considered on a case by case basis, and if allowed, proper permitting will be required from the Town. **Rental applications requesting alcohol MUST be submitted at least twenty days prior to the event. Unauthorized consumption or use of alcohol at the Community Center shall result in the forfeiture of the entire damage deposit and may result in additional criminal violations issued to the rental applicant and other violators.**

No Smoking. No use of marijuana in any form allowed at Town facilities.

Holidays: Holiday rentals will be available with payment of the holiday rental fee.

Open/Close Procedures: Applicant is responsible for set up and clean up for their event, and time to complete these activities is NOT automatically included in the rental agreement - schedule additional time as needed to set up and clean up, including wiping down and replacing tables and chairs used during the event in the appropriate storage racks. Basic cleaning supplies will be available if needed. **The cleaning fee is assessed for thorough cleaning before and after events.** The condition of the facility will be assessed by both staff and rental customer at a required pre and post event walk-through. **Damage deposits are held for any excess cleaning that is required following the rental, i.e. scuffs on the floors, tape on walls, trash not placed in appropriate receptacles, excessive debris (such as decorations), or to repair physical damage to the facility.**

NOTE: Kitchen sinks DO NOT have garbage disposals. Remove food particles and place in trash.

Payment Policy: Full payment is due at the time at reservation.

Cancellation Policy / Changes: Refund of rental fees will be granted for events cancelled five (5) working days prior to the event. Events cancelled a minimum of forty-eight (48) hours prior to the event, will be refunded 50% of the rental fee. Rental fees will not be refunded if the event is cancelled less than forty-eight (48) hours in advance. It is not always possible to accommodate changes at the last minute. Please contact Town Hall at least five (5) days in advance for changes, additions, etc. If the rental goes beyond the scheduled ending time, an additional fee will apply.

Responsible Party: The responsible party must be eighteen (18) years of age at the time of booking; twenty-one (21) years of age if filed in conjunction with the Public Facility Alcohol Permit.

The applicant and/or sponsoring organization agrees to use the Community Center building according to Town policy and administrative regulations, and further agrees to pay for repair or replacement at the Town's discretion for damage to the facility and/or equipment.

The applicant and sponsoring organization hereby agrees to indemnify and hold harmless the Town of Platteville and, its officials and employees for damage or loss of property in the Community Center. The applicant and sponsoring organization also agrees to release the Town of Platteville from any liability for injury or death of any person arising from the utilization of the Community Center. The applicant and sponsoring organization agrees to be legally responsible for the conduct and control of both patrons and participants and agrees to be financially responsible for any damages or injuries incurred arising from the utilization of the Community Center.

I have read, understand, and agree to all the terms and conditions set forth above.

Signature

Date

INFORMATION & PRICING

Contact	Phone Number
Public Works Pager	(970) 304-2534

Organizations which are funded, in full or in part, by the Town of Platteville's annual budget, local Not-for-Profit, and Platteville based organizations, who offer social, cultural or educational programs, and whose scope and purpose are recognized primarily as a service to the citizens of Platteville may apply for use of the Community Center by submitting the Community Center Use Agreement.

Category 1:

Citizens, private groups or organizations based within the Platteville Town limits.

Category 2:

All other applicants.

Organizations, groups or individuals applying for use of the Platteville Community Center shall pay rental usage fees as set forth in the following table. All fees shall be payable at the time of application. The Town of Platteville reserves the right to refuse any applicant.

Prices

Category	1	2
Meeting Room	\$25.00/hour OR \$175.00/day*	\$60.00/hour OR \$420.00/day*
Holiday Rental	\$35.00/hour OR \$275.00/day	\$90.00/hour OR \$650.00
Stove/Oven	\$30.00	\$60.00
Cleaning Fee	\$100.00**	\$100.00**
Holiday Cleaning Fee	\$150.00**	\$150.00**
Deposit	\$350.00	\$350.00

* day = 8 hours EXAMPLE: 10 hour Category 1 rental = \$175.00 + \$25.00 X 2 =\$225.00

Additional Fee:

Any calls to the Public Works Department or Town Representative will result in a \$25.00 per hour fee (minimum of 1 hour), for example, relighting the pilot light for the stove, etc. There will also be an extra charge if rental equipment needs to be picked up after the event has occurred and an employee is required to open and close the Community Center.

Rental Time:

Rental times begin when the facility is unlocked, and end when the tables and chairs are cleaned and put away and the doors are locked.

The renter is only allowed in the building during the designated rental time. There will not be a refund if the rental ends earlier than expected.

Following Items NOT Included in the Rental:

The sound system and dishwasher are NOT included as part of the rental. Use of the Stove, Oven and/or Refrigerator requires an additional fee as listed above. Ball fields, playground and horseshoe pits are open to the general public and cannot be reserved.