



RENTAL REQUEST FORM

PARKS & RECREATION

- Please complete and return this form to the Community Center front desk.
- Read, Sign and Return: *Gilpin County Parks & Recreation Facility Rental Policy*.
- Drop-in fees apply for use of the Community Center outside of the rental area, expect for swim or gym birthday package. Please refer to 2f in *Policy Statement*.
- Reservation is not confirmed until approved and paid for in full. A confirmation receipt will be sent via email.
- Credit card information must be securely stored for any costs accumulated during the rental i.e. damage, additional items, longer time, etc.

Renter Information

Date Requested: _____ Times Requested: _____

Event: _____

of People Attending _____ *(If request is greater than 150 please see Large Event Requirements below)*

Requested By: _____ Phone #: _____ Email: _____

Address: _____ Gilpin Resident: YES / NO

Facility/Room Requested: _____ Kitchen: YES / NO

Are times within normal building hours: YES / NO **(There is an additional \$25/hour fee for afterhours)**

Party Package Pool Information

Number of Swimmers: _____ **Must be approved by Aquatics Coordinator.** Date Approved by Aquatics _____

During the 3 Hour Party, What Time in Pool: _____

Age Range of Swimmers: _____ **(An adult must be in the pool and within arm's reach of children under age 6)**

Setup Requested

of Tables: Rectangular: _____ Round: _____ # of Chairs: _____

Chair Setup: Theater Style At the tables

Other Setup Instructions (lectern, projection screen, TV, etc.): _____

Renter is responsible for decorating and cleanup.

Large Event Required Attachments

- ✓ A description of all activities, including days/hours of event in full hours.
- ✓ Map of area used for the event – traffic routes on and off site.
- ✓ Emergency plan addressing law enforcement, fire and medical. (Work with Event Coordinator to get approval from all agencies)
- ✓ If applicable - Event Liquor Permit (contact County Manager's Office at least 90 days before event)
- ✓ Event Coordinator \$100 fee

ACTIVITY PARTICIPATION ASSUMPTION OF RISK, RELEASE, WAIVER, AND DISCHARGE

I understand that physical activities, registered classes, leagues, programs, events and rentals may have an element of hazard or inherent danger. I take full responsibility for my actions and physical condition, and for the actions and physical condition of my family members and guests. I agree to be solely responsible for my own safety, and the safety of the guests during the rental. I agree to indemnify and hold Gilpin County and its employees harmless from any liability, loss, cost or expense (including attorney’s fees, medical and ambulance costs) that I may incur while participating in recreation activities. My release and waiver is given in exchange for my and my guests participation in Gilpin County programs, including inflatables, gym toys, equipment and pool use. This release and waiver has no expiration date. I give my consent to use any photographs or videotape taken of me, and of guests, in future promotional or marketing materials.

Signature of Renter:

Signature: _____ Date: _____

Print Name: _____

Office Use Only

Room Price: _____ x Number of Hours: _____ + Additional Costs: _____ Total Amount: _____
Payment and Signed Policy Date _____ Credit Card and Rental Entered in Active- Staff Initial and Date _____

Rental Fees					
Room	Capacity	Resident Rental	Non-Resident Rental	Community Group	Community Group
				Business Meetings	Event Rental
Community Center					
Party Package					
3 hours in MPR and Pool (20 swimmers) OR 3 hours in Gym with Bounce House	20 40	\$170	\$200	NA	Not Available
Multi-Purpose Room (MPR)	106	\$60/hour	\$75/hour	No Charge	\$50/hour
MPR- ½	50	\$40/hour	\$50/hour	No Charge	\$30/hour
Fitness Studio	15	\$30/hour	\$36/hour	No Charge	Contact Director
Gym	200	\$40/hour	\$50/hour	Not Available	Contact Director
		May require one time \$200 floor fee	May require one time \$200 floor fee		
Gym- ½	100	\$25/hour	\$30/hour	Not Available	Contact Director
		May require one time \$100 floor fee	May require one time \$100 floor fee		
Fairgrounds					
Indoor Arena 65' x 150'	N/A	\$20/hour, \$100/day	\$24/hour, \$120/day	No Charge	\$15/hour, \$75/day
		Includes lobby area	Includes lobby area	Includes lobby area	Includes lobby area
Outdoor Arena Regulation size	~ 250 Bleacher Seating	\$20/hour, \$100/day Open ride available from 6am to 10pm at no charge.	\$24/hour, \$120/day	No Charge	\$15/hour, \$75/day
Stock Pens Only *Must Sign Stock Pen Waiver and Schedule at Least 24 Hours in Advance	~100 Head	\$20/day	\$24/day	NA	\$15/day
Parking Lots		\$20/hour, \$100/day	\$24/hour, \$120/day	No Charge	\$15/hour, \$75/day
Exhibit Building Lobby	20	Submit Application, determined by Director	Not Available (Only included if Indoor arena is rented)	No Charge	No Charge
Pete Gones Park					
Fred Weber Ballfield	N/A	\$75/day	\$100/day	No Charge	\$50/day
Elk Ballfield	N/A	\$75/day	\$100/day	No Charge	\$50/day

*Guests attending rentals are only allowed to be in the room rented, the rental fee does not cover admission fees. Party Rental is for the use of the MPR and pool or gymnasium only.

*All rentals require a credit card to be on file for damage or other charges.

*Local non-profit or government agency qualifies as a community group. HOA, vendors, businesses do not qualify.

Extra Items	
Roll-Off Dumpster	\$312
Fairgrounds Electricity	\$50/turtle, \$5/outlet
Barn Tables	\$10/table
Barn Chairs	\$1.50/chair
Barn Heat	\$50/day
Bounce House	\$75/hour (on-site only w/ waivers)
Drag Arena	\$30/drag