



BELLE CREEK FACILITY RENTAL APPLICATION
10693 BELLE CREEK BOULEVARD
HENDERSON, CO 80640
PHONE: 303-289-3584 FAX: 303-289-6318
WWW.BELLECREEK.NET



Return application to: Belle Creek Family Center, 10693 Belle Creek Boulevard, Henderson, CO 80640

Deposit check due when application is turned in checks payable to YMCA. Payment for rental is due 7 days prior to event.

Applicant: _____ Day Phone: _____
Organization: _____ Night Phone: _____
Address: _____ City/Zip: _____
Email: _____ Date of Birth: _____

WAIVER OF LIABILITY: In case of accident or injury occurring directly or indirectly with usage location, I/We take full responsibility and hold the Belle Creek Family Center harmless in any and all actions. The undersigned evidences by his/her signature that the group or organization has read and will comply with the rules and regulations as stated on the form you received.

X
APPLICANT/AGENT SIGNATURE

TITLE TODAY'S DATE

RENTAL DATE(S): _____

DAY(S): M TU W TH F SA SU
(Circle Days)

PURPOSE OF RENTAL (Describe the type of meeting or event): _____

ESTIMATED NUMBER OF PEOPLE EXPECTED: _____

FACILITY REQUESTED:

____ Meeting Room (504 sq. ft./34 people)
____ Conf. Room (1,167 sq. ft./78 people)
____ Entire Gym (7,836 sq. ft./522 people)
____ Kitchen (only available when ELC not in session)

1/2 Gym (3,918 sq. ft./261 people)*
*If only 1/2 the gym or meeting room is rented out, the other 1/2 of that area is available for community usage, or for someone else to rent out.

TIME(S) Including set up and clean up: _____ a.m./p.m. to _____ a.m./p.m.

OF CHAIRS: _____ **# OF TABLES:** _____

SPECIAL EQUIPMENT REQUESTED: _____

WILL YOU NEED CENTER STAFF TO SETUP/TAKEDOWN: _____

Diagram of setup

Approved _____ Denied _____
Reviewed by: _____ Date: _____
After Hours: Yes _____ No _____
Staff: _____
Cleaning notification: _____

(Office Use Only)
Facility Fees: _____ hrs. x \$ _____ rate = \$ _____
____ hrs. x \$ _____ rate = \$ _____
Monitor Fee: _____ hrs. x \$ _____ rate = \$ _____
Setup/Takedown Fee: \$ _____
Kitchen Fee: \$ _____
Total: \$ _____

Deposit Paid by: _____ Cash _____ Check #: _____
Total Due 7 days prior to event: _____
Total Paid by: _____ Cash _____ Check #: _____
DL#: _____
check must be from the above applicant
*Received by (STAFF) _____

Special Instructions: _____

Walk Through:
Acceptable/Unacceptable
COMMENTS: _____

If staff had to do clean-up: Start time: _____ End time: _____

How time kept: clock/watch/etc. _____

Belle Creek Family Center Rental Schedule

Rental Categories

Room - Hourly Rental Rate	Resident	Non Resident
Gymnasium	\$60	\$120
1/2 Gymnasium*	\$40	\$80
Conference Room	\$20	\$40
Meeting Room	\$10	\$20
Kitchen (one time fee)	\$25	\$50
<i>*If you only rent 1/2 of a room, the other 1/2 of the room is available for community use or other rental. We cannot guarantee the type of usage of the other 1/2.</i>		
Monitoring Fees Before and after regular hours for all rooms*		
Hourly Fee	\$15	\$15
Holiday Hourly Fee	\$25	\$25
<i>*After hours rentals are subject to availability. The Belle Creek Family Center staffs 1 person/50 attendees.</i>		
Setup/Takedown Fees	fee	
Setup Chairs & Tables	\$20 per 50 pieces	\$20 per 50 pieces
Takedown Chairs & Tables	\$20 per 50 pieces	\$20 per 50 pieces
Room/Damage Deposit*	one time fee	
Gym	\$200	\$500 \$1,000 (+200 ppl)
Gym - ongoing rentals, held in escrow	\$500	\$500
Conference Room	\$100	\$100
Meeting Room	\$50	\$50
Kitchen	\$100	\$100
Payment for rental is due 7 days prior to event		
<i>Please pick up your deposit check after the rental or it will be shredded 7 days after the rental.</i>		

Rental Categories (Four Categories)

Community Governance and Planning (No rental fee) - Homeowners Association, District Meeting, Resident Council, Family Center sponsored event, Home or Apartment Developers meeting

Belle Creek Community Event (Rental fees in table applied) - Belle Creek resident or land owner sponsored event involving a non-profit organization or other activity not related to a private business venture.

Non Belle-Creek Event/Commercial Event (Rental fees in table applied) - A non-Belle Creek resident or organization sponsored event. Fee also applies to commercial events.

Belle Creek ELC (Rates apply based on partner amount agreed upon with the Belle Creek Metro District).

Belle Creek Family Center Facility Rental Guidelines

1. Belle Creek Family Center sponsored programs and activities have priority of use in the Family Center; therefore consecutive nightly, weekly or monthly usage dates may not be available.
2. Reservations will not be considered as final until approval is granted and the appropriate down payment has been received at the Family Center front desk. Rentals are approved on a first come first serve basis. Checks are only accepted from banks where funds are able to be verified. If your bank doesn't verify funds, down payments will only be accepted in the form of cash or cashier's checks. Checks will not be accepted from Washington Mutual or US Bank.
3. The rental party needs to be at least 18 years of age to reserve a room, 21 if alcohol will be served. A copy of the applicant's current driver's license is needed to reserve a room.
4. Any vendors (DJ, band, table/chair Rental Company, catering company, etc.) that will be in the building during the rental, need to provide the Family Center proof of insurance listing the "YMCA" as additionally insured.
5. The room rental fee must be paid 7 days prior to your event starting.
6. *Once payment is received no refund will be granted.*
7. Following the approval and receipt of the appropriate down payment, a copy of the application will be returned to the applicant. Applicants are required to have in their possession a copy of the approved application during all rentals.
8. Facility rental during hours which the Family Center is not normally scheduled to be open requires paying for an extra hourly fee of \$15/hour and \$25/hour for rentals on Family Center holidays. The number of staff monitors scheduled is one per 50 attendees. After hour rentals are subject to staff availability.
9. All facility users will furnish their own equipment and materials unless specifically designated on the "Application for Facility Use."
10. The Belle Creek Family Center will not be responsible for lost or stolen articles during the time of use by an individual, group or organization.
11. All decoration or equipment must be taken down immediately following the rental.
12. The area(s) designated on the Application for Facility Use will be the only area(s) which will be utilized.
13. All set up, take down, and clean up is the responsibility of the group or organization unless the group has paid the setup/takedown fee (see the Rental Schedule). Please ask the monitor on duty to provide you with the necessary supplies required to clean room to its condition prior to rental.
14. Request for the Kitchen must be noted on the Application for Facility Use. The Kitchen will be available for use only during times that the Early Learning Center is not open (M-F after 6:30 p.m. or anytime on the weekends).
15. Your rental time frame must include any time required to set up and clean up, unless your group or organization has paid the setup/take down fee. You will be required to pay for the room for the time frames that the room was rented for. If the party ends early, you will still be required to pay for the time that it was originally scheduled.
16. Adult supervision of children is required at all times.
17. Parking needs to happen in the parking lot on the south side of the building. Street parkers are subject to towing at owner's expense per Commerce City law.
18. The exterior of the Family Center must be picked up of littering that happened during the rental.
19. Rentals can go no later than 11p.m. (unless otherwise approved). Music should never be heard beyond the street and should not be heard outside the facility at all after 10p.m.
20. Rental party must complete the room checklist prior to having the room checked by the Family Center Employee.

21. A damage deposit will be applied to each room (see the “Belle Creek Family Center Rental Schedule”). The deposit will be held until next week day that the Family Center is open, for management staff to check that both inside and outside grounds were left appropriately. If not, the rental party will be charged at \$75/hour.
22. Violation of any city ordinances to include: parking, open container, noise, disorderly conduct, or loitering by rental attendees constitutes a forfeit of the room rental deposit.

Alcohol

23. No alcoholic beverages (without manager’s approval) or smoking is allowed in the facility. An alcohol waiver must be signed by the rental party.
24. Rentals serving alcohol are required to hire one off-duty police officer for every 100 attendees. Talk to Family Center Manager for more information.
25. The service of alcohol may not exceed four (4) hours during a single rental event and must end at least one (1) hour prior to the end of the rental.

Alcohol to start being served at _____ a.m. /p.m. and end being served at _____ a.m. /p.m.
Time frame should not exceed 4 hours.

The signer of the application shall be considered the legal agent for compliance with all conditions for the use of the facility.
By my signature below, I hereby swear to have read and understand the Belle Creek Family Center room rental contract.

X

(Applicant Signature)

(Date)

X

(Print Name)

If you have additional questions please call the Belle Creek Family Center, 303.289.3584.



Beer and Wine Policy

The Belle Creek Family Center allows beer and wine on the premises with the prior approval of the Family Center Manager for a **room rental only**. Beer and wine must stay in the rented room. It is **not permitted** on any other Family Center premises either interior or exterior. Beer and wine cannot be sold in the Belle Creek Family Center and cannot be provided to minors. In the event that the party and/or any of its attendees become unruly or appear to be intoxicated, the Family Center staff reserves the right to terminate the party at any point during the rental and contact the Commerce City Police Department if needed.

I acknowledge that I have read and understand the Belle Creek Family Center beer and wine policy.

Name: _____

Alcohol: ____ YES ____NO

Date: _____

Pre-Event Condition

Pre-event walk-through rental party comments:

(Please make sure to check every room that will be used by the rental party (i.e. room rented as well as common areas -bathrooms, lobby, exterior, etc.). Condition of rooms after the event in comparison to before the event will determine the extent to which the deposit will be returned.

Undersigned party agrees to the condition of the room prior to rental.

X
(Renter Signature)

(Belle Creek Staff Signature)

X
(Renter Print Name)

(Belle Creek Staff Print Name)

Staff Initial

- WIPE DOWN ALL TABLES IN THE ROOM
- WIPE DOWN ALL CHAIRS
- CHECK WITH FAMILY CENTER STAFF BEFORE PUTTING AWAY TABLES AND CHAIRS
- SWEEP AND MOP FLOOR IF NEEDED
- SWEEP THE CARPET
- MOP THE KITCHEN FLOOR
- TAKE OUT THE TRASH
- PICK UP ALL TRASH INSIDE AND OUTSIDE
- BATHROOMS: NO TRASH ON THE FLOORS : FLUSH TOILETS
- MAKE SURE THAT EVERYTHING PERTINENT IS TURNED OFF (OVENS, ETC.)
- MAKE SURE EVERYTHING IS RETURNED TO IT'S ORIGINAL PLACE (TABLES, CHAIRS, KITCHEN UTENSLES, TRASH, RECEPTICALS, WINDOW SHADES RAISED ,ETC.)
- THE GROUNDS ARE CLEAN IN FRONT, SIDES AND BACK (MAKE SURE THE TRASH BAGS DIDN'T DRIP ALL OVER SIDEWALKS, ETC.) – *EXTERIOR SHOULD BE CHECKED DURING DAYLIGHT HOURS ON NEXT DAY*

Please be advised that return of security deposit is contingent upon the above conditions (as well as contract stipulations) being met.

X
(Renter Signature)

(Belle Creek Staff Signature)

X
(Renter Print Name)

(Belle Creek Staff Print Name)

Staff comments (attach additional sheets if needed):
