

STONEGATE VILLAGE METROPOLITAN DISTRICT FACILITY USAGE RULES AND REGULATIONS

1. Stonegate Village Metropolitan District (SVMD) sponsored programs and activities have priority of use in the Community Center.
2. Rentals are approved on a first-come, first-serve basis. Standing reservations cannot be scheduled more than two times per month and will not be accepted for FRIDAY or SATURDAYS. Accepted standing reservations shall remain in effect for no longer than nine consecutive months. For accepted standing reservations, failure to use the facilities for two consecutive reservations dates will have the effect of terminating the standing reservation. Standing reservations can be terminated at the discretion of the Board.
3. All reservations are subject to review by the SVMD Board of Directors and the Board of Directors reserves the right to deny any reservation that they deem an INAPPROPRIATE use of the facilities.
4. The Reserving Party must be a SVMD or Lincoln Park Metropolitan District resident.
 - A. At least 21 years of age to reserve a room; at least 21 years of age if alcohol will be consumed.
 - B. Resident must be current on account balance.
5. Any vendors (DJ, band, table/chair rental company, catering company, etc.) that will be in the building during the rental must provide the District proof of insurance listing the "Stonegate Village Metropolitan District" as additionally insured. Proof of insurance shall accompany the facility use application.
6. The room rental fee will be charged to the reserving party's utility account.
7. The reserving party is responsible for, and agrees to assume liability for, all damages that occur to the facility and surrounding property by reserving party and/or guests. If damages should occur to District property by the Reserving Party and/or guests, the Reserving Party's utility account will be billed for the amount necessary to repair damages. Non-resident Reserving Party agrees to promptly pay the District the amount necessary to repair the damage. **Additionally, the Reserving Party, its heirs, successors and assigns, agrees to and will defend, indemnify and hold harmless the District, District's directors, agents, contractors, successors, and assigns from any and all loss, claims, liability, damages, and costs, including, without limiting the generality of the foregoing, court costs and reasonable attorney's fees, caused by, resulting from, or in any way arising out of any actions or inactions of the Reserving Party and its guests under this Agreement.**
8. Reservation documents must be received in the District office at least three weeks prior to the scheduled event. If the event date is reserved less than two weeks before the scheduled date, documents must be received in the District office within twenty-four hours. If the documents are not received in time, the event can be cancelled without notice. Following the approval of the application for facility use, a confirmation letter and key code will be provided to the applicant. Reserving parties are required to have, in their possession, a copy of the confirmation letter during all rentals.
9. All rental parties will furnish their own equipment and materials unless specifically designated on the application.
10. The Stonegate Village Metropolitan District will not be responsible for lost or stolen articles.
11. In order to keep maintenance costs at a minimum, please do not tack, tape, nail or staple anything to the walls, ceilings, columns or doors. Assessment of damage monies will be charged to your account following your event. All decorations must be taken down immediately following the rental and all equipment removed from the facility.
12. The area(s) designated on the application will be the only area(s) which will be utilized.

13. All set-up, take-down, and clean-up is the responsibility of the rental party. Rental parties must bring their own cleaning supplies to clean the room after the event.

14. The rental time frame must include any time required to complete a walk-through, set-up and clean-up of the facility.

15. The exterior of the facilities must be cleaned following the rental.

16. Rentals must end no later than midnight (unless otherwise approved). Sound should not be heard beyond the Community Center property line after 10:00 p.m.

17. A pre-event condition walk-through may be required, as determined by District staff. Rental party is responsible to report any existing damage of the facility to District staff before their event begins. Failure to report damage will result in the rental party accepting responsibility for all existing damage. In the event that the rental takes place outside normal business hours, the rental party shall leave a message detailing the damage on the District staff voice-mail (303-858-9909).

18. A damage deposit is required for all non-resident reservations. (See "Stonegate Village Community Center Fee Schedule"). The damage deposit will be refunded by the District to the rental party within four weeks after the scheduled event as long as the room is returned to the same condition as it was found. A damage fee will be assessed for residents to utility account if not left as found.

19. The rental party agrees to comply with all state and local laws, ordinances, and regulations, including, but not limited to, those governing the serving and/or consumption of alcohol, parking, open container, noise, disorderly conduct, or loitering.

20. If alcohol is to be consumed, the rental party can be required to hire off-duty police officer(s).

21. No animals, except documented service animals for the disabled, are allowed in the facilities.

22. Gym/athletic activities including, but not limited to, yoga, aerobics, weight training, etc. are not allowable uses for the Stonegate Community Room.

23. All "for-profit"/commercial/business-related activities will be charged the following: Community Center - \$75.00 per hour, with a two hour minimum.

24. All non-profit reservations will be charged \$30/2-hour meeting allotment t. A 501(c) (3) must be provided.

25. Cancellation Policy. Reservation must be cancelled one week prior to event. Room rental fee will not be refunded if cancelled with less than a weeks notice.

The signer of the application shall be considered the legally responsible party for compliance with all rules and regulations for the use of the facility. Failure to fully comply with the foregoing rules and regulations can result in the rental party's inability to rent facilities in the future, and/or billing utility account for damages or cleaning.

By my signature below, I hereby swear to having read and understanding the Stonegate Village Metropolitan District Facility Use Rules and Regulations and Room Rental Contract.

(Rental Party Signature)

Print Name

Rev 8.23.16