



Facility Rental Policy Manual

Updated March 2019



Thank you for your interest in renting space at The Center on Colfax (“The Center”). We are pleased to host dozens of community groups and events each year. We welcome you to our home!

We offer several spaces to meet different needs during The Center’s hours:

Equality Suite, first floor: 2-5 people

(\$10/hr nonprofit organizations, \$20/hr for-profit organizations)

Victory Community Room, first floor: 6-12 people

(\$20/hr nonprofit organizations, \$40/hr for-profit organizations)

Visibility Suite: 6-12 people

(\$20/hr nonprofit organizations, \$40/hr for-profit organizations)

Stonewall Conference Room, first floor: 15-40 people

(\$30/hr nonprofit organizations, \$60/hr for-profit organizations)

Leadership Suite, second floor: 15-40 people

(\$30/hr nonprofit organizations, \$60/hr for-profit organizations)

Rooftop Patio: 50-120 people

(\$150/hr nonprofit organizations, \$300/hr for-profit organizations)

Layout for the rooms is modular and can accommodate theater, classroom, meeting, and open seating (circular) configurations. The use of tables and chairs are included with your rental.

To request a room rental, please start by filling out the online Facility Rental Application. A representative from The Center will respond to your application within 3 business days to confirm the rental space is available, as well as provide payment options and next steps.

For events booked on the rooftop patio, a representative from The Center will also contact you to schedule a walkthrough of the space. Any additional advance preparation or changes to setup requested less than 72 hours prior to event may result in additional fees.

The Center is open 10am-8pm, Mon–Fri and observes the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day. Additional closures may be observed, please inquire about your specific date.

ROOM RENTAL PROCEDURES AND POLICIES

(Please initial that you have read and accept the following):

_____ The signed Rental Agreement and payment are due 30 days prior to your event; we reserve the right to cancel your booking should the Rental Agreement not be received by the due date. If you are booking a room for a date less than 30 days away, the signed Rental Agreement is due immediately and full payment is due within one week. Your booking will not be confirmed until we have received the signed Rental Agreement and payment.

_____ The Center is open for events Monday-Friday 10am – 7:45pm. Events should end no later than 7:45pm; this includes time for clean-up and re-setup if necessary. Events that run past 8pm will incur an additional \$150 per hour in staffing charges; Two staff employed by The Center will be present at all times.

_____ If food and drink will be present at any event, you must use a commercial caterer. POTLUCKS ARE NOT PERMITTED as per City and County of Denver Health Code. An additional fee of \$150 or more will be added for room cleanup if needed after your event. If you are scheduled to have catering or food of any kind in the room, we will require a credit card number at the time of reservation to hold as a damage deposit. The card will not be charged again unless there are additional clean up fees incurred by your event.

_____ Bookings for the rooftop patio can be made up to 6 months in advance. A refundable security deposit of \$500 in addition to your rental fee is required for events scheduled for the rooftop patio. This deposit must be made with a valid credit card. Complete payment is due 30 days prior to all events.

_____ Bookings are accepted for recurring events up to 6 months in advance, unless you have a Memorandum of Understanding or other separate written agreement with The Center.

_____ Payment for recurring events will follow the same payment schedule as that of regular event bookings, namely full payment is due 30 days prior to the day of the first event and all subsequent events.

_____ Audio, visual and other equipment may be available for rent with your room. Please inquire about rental options.

_____ No materials, decorations or paper can be affixed to the walls, furniture, lighting or fixtures in The Center. Inconvenience fee and repair costs including labor and materials will be billed to the event holder.

_____ All renters of the rooftop patio must provide proof of General Liability Insurance and a current Certificate of Insurance (naming The Center as an additional insured) including the date of your event. Recurring renters must submit proof of insurance once and list The Center as an additional insured. Exemptions to this policy will be reviewed on a case-by-case basis.

_____ The Center may assess that additional security is necessary for your event (depending on the type of event, number of anticipated attendees, and whether alcohol will be served). If so, you may be required to provide professional security personnel at your expense.

_____ The Center will not assume any responsibility for injury or accidents caused by the activities of event holder(s), or injury or accidents caused by materials provided by event holders.

_____ Rooms must be evacuated by the time indicated on the booking sheet. Overtime charges will apply for rooms not vacated by the prearranged time, including extra charges if event participants, caterers, volunteers, etc. remain onsite after the building's regularly scheduled closing time.

_____ All event deliveries must be received by event holder during scheduled event time. Deliveries and retrieval of equipment, supplies or materials outside of the scheduled event time must be arranged in advance with the Center's Volunteer Program Coordinator.

_____ Extra fees may apply for delivery, retrieval and/or storage of materials outside of scheduled event times.

_____ Rooms must be left in the same condition as they were found. Additional fees will apply if extra cleanup is needed.

_____ If advertising your event includes The Center's logo, prior approval from The Center's Vice President of Communications and Corporate Giving is required.

Event holders should bring their own supplies. The Center will not be able to provide such items as photocopies, batteries, scissors, paper, tape, markers, etc. unless explicitly arranged and paid for in advance. Free Wi-Fi is available in the building.

Event holders are fully responsible for any damage to Center property or theft of Center equipment while in their use and will be charged for damage.

Rentals to Political Candidates: The Center will rent space that is generally made available to the general public to all candidates for political office on an equal basis. Fees are charged at The Center's customary and usual for-profit rates. In any such instance, The Center is not, and may not be represented to be a host of the event nor an endorser of a candidate. Invitations and announcements for political candidate events taking place at The Center shall include this statement: ***The Center on Colfax ("The Center") rents space in the community center to the general public and to candidates on an equal basis. The Center does not endorse the election of any candidate for political office."***

A charge of 50% will be assessed if cancellation occurs within 14 business days of the contracted event date. A cancellation of 14 days or less results in no refund. The Center accepts payment via American Express, Discover, MasterCard, VISA, or check. All checks should be made out to The Center on Colfax.

The Center does not provide rooftop deck event relocation and space availability due to inclement weather unless prior arrangements have been made. To ensure alternate space is available, please plan accordingly. We do not provide a full or partial refund for cancellations due to weather.

Non-Discrimination Policy

Individuals and organizations using The Center agree at all times to honor and abide by the following statement of non-discrimination in word and action. Anyone associated with the organization in violation of this agreement will be asked to leave The Center immediately and the organization will forfeit all rental fees and damage deposits as applicable. Additionally, any actions taken or statements made to individuals or groups contrary to this policy or the spirit and intention of this policy are not permitted at The Center, or in any communication associated with The Center:

"All persons associated with The Center on Colfax will provide service to individuals without regard to an individual's sexual orientation, gender identity/ expression, HIV/AIDS status, race, color, national origin, ancestry, creed, religion, sex, gender, physical or mental disability, age, marital status, military status, veteran status, citizenship or any other protected classification in accordance with state, federal and municipal laws."

Alcohol Policy

All alcohol service must be approved in advance by The Center. Following are the requirements for approval of alcohol use. These policies apply to all visitors.

- All alcohol service will comply with state and federal regulations and laws.
- Alcohol can only be served through a licensed and approved bartender.
- All alcoholic beverages must be served in plastic cups.
- All alcohol must be served along with food and water.
- All alcohol service is limited to Rooftop Patio rentals.
- Alcohol may not be carried into common areas of the building.
- All organizations are required to obtain a TIPS certified bartender for events at which alcohol will be served.
- The Center reserves the right to deny use of alcohol at an event either private or public.

All policies and procedures related to room rentals are subject to change without notice.

The Center's Code of Conduct was developed to ensure that everyone at The Center is treated with courtesy and respect. Following this code will ensure a safe and welcoming environment for all.

As a patron of The Center, expectations you can count on:

- Considerate and respectful treatment and care
- A clean, safe and welcoming facility
- A fair and efficient process for resolving complaints and grievances
- Approachable staff who are easily identifiable
- Each individual at The Center has the responsibility to behave in a manner that is respectful and courteous and does not disrupt the operations of The Center.

- Organizations that host events are responsible for their guests.
- As a patron of The Center: ground rules and responsibilities:
- It is not acceptable to be rude, discourteous or use discriminatory language
- No smoking permitted on Center property
- The Center has 'zero tolerance' for any and all illegal activities including; possession, sale, or use of illegal substances, possession or use of weapons, sexual harassment, inappropriate touching or sexual activities, theft, vandalism, physical violence or threat of physical violence, sexual or financial solicitation, or any other behavior that endangers the safety of any individual or group.

Violations of the Code of Conduct will result in dismissal from The Center's facility. Building problems or observance of activities against our Code of Conduct should be reported to the front desk immediately. Anyone who feels they have been treated unreasonably by a member of The Center's staff are encouraged to contact the Chief Operating Officer.

I have read and accepted the policies above and am authorized to sign for and accept on behalf of the contracting organization.

Organization _____

Signed _____

Printed _____

Title _____

Date _____

Please retain a copy of rental policy and application for your records.

