

City of Loveland Facilities Rental Application and Agreement

Certain City of Loveland facilities are available for rent on a first come, first served basis. Persons desiring to rent the facilities must complete this Application, which if approved by the City, shall become a binding Agreement. Approval is at the City's sole discretion.

Applications must be filled out completely and returned to Facilities Management as directed below at least seven (7) days prior to the date of the Event.

BUSINESS INFORMATION (if Renter is a Business)

Business Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Website: _____

Contact Name: _____

INDIVIDUAL INFORMATION (if Renter is a Person)

Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

E-mail: _____

FACILITY REQUESTED

- _____ Civic Center Plaza & Lagoon, 500 E. Third Street
- _____ Loveland Public Library, Erion Room Room, 300 N. Adams Avenue
- _____ Loveland Public Library, Gertrude B. Scott Room, 300 N. Adams Avenue
- _____ Pulliam Building Auditorium, 545 N. Cleveland Avenue
- _____ Pulliam Building Dining Room, 545 N. Cleveland Avenue
- _____ Pulliam Building Room #1, 545 N. Cleveland Avenue
- _____ Pulliam Building Room #2, 545 N. Cleveland Avenue

If applying to use the Pulliam Building, Renter acknowledges that Renter is solely responsible for determining whether or not Renter's intended and actual use of the Pulliam Building will be or is in compliance with the provisions of the Americans with Disabilities Act ("ADA"). The Renter acknowledges that while the City has removed those barriers that are "readily achievable" pursuant to the provisions of the ADA, certain portions of the Pulliam Building remain inaccessible for some disabled individuals. In particular, restrooms within the Pulliam Building are not accessible to people in wheelchairs. The Renter acknowledges that the City has other facilities available for rent that are accessible to individuals with disabilities. By signing this Application, Renter agrees to be responsible for all compliance with the ADA if applicable to Renter or the City.

EVENT

Date: _____

Start Time: _____ End Time: _____

Type of Event: _____

Required Setup: _____

See City Facility Use Rules (**Exhibit A**) for setup options.

FEES

Rental Fee: \$ _____

Deposit: \$ _____

The above fees have been determined in accordance with the City Facility Use Fees (**Exhibit B**). Fees are due and must be paid in full at least seven (7) days prior to the Event.

FACILITY USE RULES

The Renter shall comply with all City Facility Use Rules and applicable laws and regulations.

INSURANCE, INDEMNITY & RELEASE

Renter shall carry sufficient insurance to cover any and all liabilities which may occur as a result of Renter's use of the Facility. Renter hereby releases, indemnifies, and holds harmless the City, its officers, employees, and agents from any and all liability or injuries to persons or property resulting from Renter's use of the Facility.

COMPLIANCE WITH C.R.S. SECTION 24-76.5-103

If Renter is a natural person (i.e., not a corporation, partnership, or other legally-created entity) 18 years of age or older, you must complete the "Affidavit Pursuant to C.R.S. Section 24-76.5-103" and attach a photocopy of the front and back of one of the forms of identification listed in the Affidavit. If Renter executes the affidavit stating that he/she is an alien lawfully present in the U.S., the City must verify his/her lawful presence through the federal systematic alien verification or entitlement program (SAVE Program) operated by the U.S. Department of Homeland Security or a successor program. In the event

the City determines through such verification process that Renter is not an alien lawfully present in the U.S., the City will terminate this Agreement.

CANCELLATION & TERMINATION FOR DEFAULT

Renter may cancel the reservation upon written notice to the City. If Renter provides written notice more than seven (7) days' prior to the Event, the City will refund the Rental Fee and Deposit, minus a Ten Dollar (\$10.00) administrative fee. If Renter provides fewer days' notice, the City will keep the Rental Fee, but the Deposit will be returned to Renter in full. If Renter is in default or is not in compliance with C.R.S. Section 24-76.5-103, the City may immediately terminate this Agreement, in which case the City may keep the Rental Fee, but will return the Deposit to Renter in full.

AGREEMENT TO BE BOUND BY APPLICATION

I, the undersigned, affirm that I have read this Application and the above terms and conditions and agree, as Renter or on behalf of Renter, to be bound by them. I understand that this Agreement is only valid if Renter adheres to the City Facility Use Rules and this Agreement. I understand that it is my obligation to notify Facilities Management if any information changes. I affirm that I have the authority to bind Renter to the terms of this Agreement.

RENTER

BY: (Signature) _____ Date: _____

(Print Name): _____

Title (if a Business): _____

Please deliver the completed Application to:

Dave Klith
Facilities Management Division
City of Loveland
222 4thth Street
Loveland, CO 80537
Email: dave.klith@cityofloveland.org
Fax: (970) 962 2115

APPLICATION APPROVED:

CITY OF LOVELAND

By: _____

Assigned Staff: _____

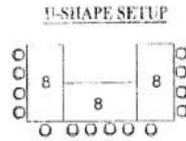
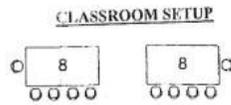
Title: _____

Phone Number: _____

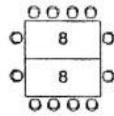
Date: _____

EXHIBIT A - CITY FACILITY USE RULES

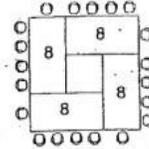
1. Reserve only the room(s) you need. Do not reserve the entire Facility unless needed or required.
2. Provide complete setup instructions on the Application. Setup options are as follows:



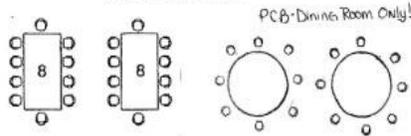
CONFERENCE STYLE SETUP



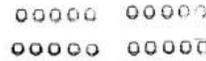
HOLLOW SQUARE SETUP



BANQUET SETUP



AUDIENCe SETUP



3. Meet with Assigned Staff (designated in the Agreement) to ensure your understanding of the Rules. If you cannot reach your Assigned Staff, call Facilities Management at (970) 962 2738. Please leave a message if calling after business hours, and you will receive a call back.
4. Assigned Staff will arrive 15 minutes before your scheduled Event start time to let you in to setup and/or decorate and will stay 15 minutes after your scheduled Event start time. If you fail to arrive within this timeframe, Assigned Staff will lock up and leave. You will be charged a \$25 fee for Assigned Staff to return.
5. The Facility should be clean upon arrival. If it is not, Renter must inform Assigned Staff immediately.
6. At the end of the Event, you must clean the Facility to its original condition and pack out all trash. A Cleanup Checklist is attached for your convenience. Assigned Staff will arrive by your scheduled Event end time. If you end early, please call Assigned Staff and wait to meet him/her. You are responsible for the Facility until Assigned Staff arrives. Assigned Staff will check over the Facility with you. If you meet all cleanup requirements, your Deposit will be returned to you in full within fourteen (14) days after the Event. If cleanup is not done to the City's satisfaction, you will have an opportunity to correct the problem. If you choose to leave the Facility as-is, or if you otherwise fail to meet all cleanup requirements, you will forfeit the Deposit.
7. Adult supervision by at least one person over the age of 21 is required at all times during the Event.
8. If you use a caterer or rent equipment, please arrange for food and equipment to be picked up immediately after your Event is over. Do not leave items at the Facility.
9. Alcohol is strictly prohibited.
10. Do not hang streamers, banners, balloons, etc. from ceiling fans. Balloons must be weighed/tied down to ensure they don't get tangled in ceiling fans.

11. Do not use staples, tacks, nails, pins, scotch tape, packaging tape, or duct tape on walls or ceilings.
You may use masking tape, sticky putty, or 3M hanging products.
12. Fog machines set off fire alarms and are prohibited.

Violation of these Rules may result in early termination of the Event and withholding of your Deposit, and you may be prohibited from renting City facilities in the future.

CLEANUP CHECKLIST

Chairs

- Immediately clean any liquid spills on chairs that occur during use.
- Brush food, glitter, etc. from chair fabric and chrome.
- Do not stack chairs.

Tables

- Wipe down tables.
- Do not move tables for any reason.

Floors

- Sweep or vacuum floors using the broom, dust mop, or vacuum provided. Empty vacuum into trashcan (please request vacuum at the Library and Pulliam Building Rooms 1 and 2).
- Mop floors with water (no chemicals) using the mop and bucket provided. Empty mop water into the mop sink and rinse the bucket.
- Do not move tables in order to clean the floors. Sweep, vacuum, and mop as best you can around and under the tables.
- Return all cleaning supplies to the supply closet after use.

Trash

- Pulliam Building Only: Bag up all trash and place bags into the **CITY** dumpster (located on SW corner of building). This dumpster is white with a black lid and has the City of Loveland sticker on it. If you use any other dumpster, you may be fined by the owner of the dumpster.
- All other Facilities: Bag up all trash and pack out.

Bathrooms (Pulliam Building Only)

- Ensure that the toilets and urinals have been flushed.
- Bag up all trash and pack out.
- You do not need to fully clean the bathrooms (cleaning toilets, sinks, urinals, etc.) However, if an accident occurs, please clean it up as best you can and inform the Scheduled Staff Member.

Kitchen (Library & Municipal Building Only)

- Clean and wipe down counters and sinks.
- Bag up all trash and pack out.

Miscellaneous

- Remove all decorations (balloons, streamers, runners, rose petals, flowers, tape, confetti, etc.) from the Facility.

EXHIBIT B – CITY FACILITY FEE SCHEDULE

Facility	Rental Fee - General	Rental Fee - Nonprofit	Deposit
Civic Center Plaza & Lagoon	<u>\$130</u>	<u>\$80</u>	\$150
Loveland Public Library, Erion Meeting Room	<u>\$50</u>	<u>\$35</u>	\$150
Loveland Public Library, Gertrude B. Scott Room	<u>\$50</u>	<u>\$35</u>	\$150
Pulliam Building Auditorium	<u>\$130 (2 Hours)</u> <u>\$240 (Day)</u>	<u>\$80 (2 Hours)</u> <u>\$190 (Day)</u>	\$100
Pulliam Building Dining Room	<u>\$90</u>	<u>\$50</u>	\$300
Pulliam Building Room #1	<u>\$50</u>	<u>\$35</u>	\$50
Pulliam Building Room #2	<u>\$50</u>	<u>\$35</u>	\$50

AFFIDAVIT PURSUANT TO C.R.S. 24-76.5-103

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

___ I am a United States citizen, or
(Valid I.D. must be provided)

___ I am a legal permanent resident of the United States, or
(Alien registration number and valid I.D. must be provided)

___ I am lawfully present in the United States pursuant to federal law.
(Alien registration number and valid I.D. must be provided)

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Applicant Signature

Date

INTERNAL USE ONLY Valid forms of identification

- current Colorado driver's license, minor driver's license, probationary driver's license, commercial driver's license, restricted driver's license, instruction permit
- current Colorado identification card
- U.S. military card or dependent identification card
- U.S. Coast Guard Merchant Mariner card
- Native American tribal document

The following additional forms of identification are valid per Department of Revenue regulations*

- certificate verifying naturalized status by the United States with photo and raised seal
- certificate verifying U.S. citizenship by the United States with photo and raised seal, e.g., U.S. passport
- valid driver's license from any state of the United States or the Dist. of Columbia excluding AK, HI, IL, MD, MI, NE, NM, NC, OR, TN, TX, UT, VT and WI
- valid immigration documents demonstrating lawful presence, e.g., current foreign passport with current I-551 stamp or visa, current foreign passport with I-94, I-94 with asylum status, unexpired Resident Alien card, Permanent Resident card or Employment Authorization card

*A waiver may be available where no identification exists or can be obtained due to a medical condition, homelessness, or insufficient documentation to receive a Colorado I.D. or driver's license. Contact your department director.

Se puede obtener este documento en Español en la oficina de la Secretaría Municipal.