

**CITY OF BOULDER COMMUNITY SENIOR CENTERS
RENTAL INFORMATION**

1. Philosophy: The use of the Senior Centers by outside groups is an extension of the services available through Senior Services to the community. The centers are available to the public after programs have been scheduled through Senior Services. No smoking is allowed in the Senior Centers. **These guidelines & fees are subject to change by Boulder Senior Services with out prior notification.**

2. Rental Procedures: To request a room at the East or West Senior Center contact Anna Taylor at (303) 413-7494, e-mail tayloran@bouldercolorado.gov or Al Coleman at (303) 441-4438, colemana@bouldercolorao.gov . You can also visit our website for additional room information and slide shows of each location at www.boulderseniorservices.com, click on facilities, and chose from the drop down box.

3. Rental Fees: Rentals are a *minimum* of two hours. Any additional time will be charged in 30 minute increments. The fee includes staff supervision and setup.

West Senior Center Rooms

909Araphoe Avenue, (303) 441-3148

(Special Event Hours: Saturday 12–5pm, Sunday 2–5pm)

East Senior Center Rooms

5660 Sioux Drive, (303) 441-4150

(Special Event Hours: Saturday 12-10 pm, Sunday 12-10pm)

Creekside	\$55/hour	Flagstaff	\$55/hour
Alpine	\$55/hour	Mountain View	\$55/hour
Dining Room	\$55/hour	Flatirons	\$55/hour
Balsam	\$55/hour	Panorama	\$55/hour
Large Room Combination	\$75/hour	Commons	\$150/hour

(A \$75 cleaning fee will be assessed to any Large Event at the West Senior Center.)

Payment: Payment in full is due 30 days prior to the event. Half the fee is due at the time the reservation is made for events utilizing the Commons area. Payments can be made by VISA, Master Card, check or cash.

4. Security/Damage: All users must provide a valid credit card (VISA or MasterCard) to be used for security/damage at the time of facility use application.

- The staff will inspect the room at the end of the event.
- The facility must be restored to the existing condition prior to the time of use.
- The center will charge the credit card for the funds necessary for any damage, extra cleaning necessary, extended room usage, and for any staff overcharges.
- The renter(s) agree(s) to pay the additional amount.

5. Cancellation Charge: Cancellation must be received 10 business days prior to the scheduled event to receive a full refund. A \$40.00 fee will be assessed from the security deposit if a group cancels less than 10 business days prior to the event.

6. Catering Services: We are proud to be partners with *A Spice of Life at East Lake*. They are our exclusive caterers. *A Spice of Life at East Lake* has been catering to Boulder since 1987. They pride themselves in their quality product, extraordinary presentation and exceptional service. They are available to cater for all groups including seminars, conferences, private parties and receptions. Party trays, box lunches and complete meals are available. Please call them at (303) 443-4049. *A Spice of Life*, “*A fresh Approach to a Memorable Event*”.

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7. Alcohol Guidelines: Alcohol is only permitted at events catered by *A Spice of Life* at the East Senior Center. *A Spice of Life* bartender is required to serve alcohol at the event. The renter will schedule the bartender with the caterer and will pay the bartender fees directly to *A Spice of Life*. An additional alcohol use fee of \$100 will be added to the rental fees incurred with Senior Services.

8. Birthday Parties: We have rooms available on Saturdays & Sundays between 11am & 5pm. The cost is \$50 for two hours. Each additional hour is \$25. Tables & chairs are provided. Rental time **must** include set up & clean up time. Party goods, food etc. are the responsibility of the renter. **No colored beverages. It permanently stains our carpet.** (Note: In addition to your room reservation, the use of the swimming pool must be directly reserved by calling the pool office at (303)441-4416. The room rental **DOES NOT** include any recreation center fees. In the event of an unforeseen closure in the leisure pool, the center may not be able to accommodate your activity). Full refunds will be given if cancellation is made 1 week before, less than 1 week half will be refunded and no refund the day of the party.

9. Equipment Available:

Overhead projector

Slide projector

VCR & Television

Drop down Screens in all rooms at East. Dropdown Screen in Creekside Room at West.

WIFI is also available at both locations.

10. Renter's Responsibilities:

- No open flames, candles, etc. are allowed in the centers.
- Decorations need to be approved by center staff for all events.
- Provide all decorating supplies. Remember to bring everything you will need (i.e., tape, stapler, pens, pins, paper, etc.). Provide their own manpower for all special decorations and cleanup.
- No decorations shall be affixed in any manner to painted drywall of the center.
- Wood beams and glass surfaces may be used for affixing decorations. However, all thumb tacks, staples, and tape must be removed by renter.
- No rice, confetti, birdseed, or straw, sand, etc. shall be used in or around the premises.
- No cleats, taps, or shoes, which may mar floors, shall be permitted inside premises.
- Custodians and/or facility attendants are not for your personal use. They are here to supervise the facility and assure that all safety and security procedures are adhered to.
- Groups will be responsible for care and removal of personal property.
- Any major physical or electrical changes to center property must be cleared in advance with the Senior Center. Appropriate supervision by city staff will be brought in and added to charges.
- Provide adult supervision (21 years or older) for children's activities at a ratio of 1 adult per 10 children, ages 3-12 years; teen groups (13-19) require 1 adult for every 15 youth.
- Place all trash in outside dumpster. If the dumpster is full, leave trash in trash containers provided by the center and designated by facility supervisor.
- You must vacate and have all supplies out of the facility by the end of your rental time.

11. Rules of Conduct: The center assumes no responsibility for the maintenance of order. Order must be maintained by the organization using the facility, both inside the building and on the grounds. Unusual rowdiness or abuse of persons or property, if not managed by the renter, could result in immediate termination of an event.