

TOWN OF CARBONDALE RECREATON & COMMUNITY CENTER
MULTI-PURPOSE ROOM, LOBBY AND PATIO, AND KITCHEN RENTAL FORM

567 COLORADO AVENUE
CARBONDALE, CO 81623
970-510-1290

This agreement covers leasing of the Carbondale Recreation & Community Center Multi-Purpose Room, with the Town of Carbondale as the Lessor, and _____ as Lessee.

1. The lessor does hereby lease the following space in the Carbondale Recreation & Community Center:

a. Multi-Purpose Room: _____ Lobby & Patio: _____ Kitchen: _____

b. Estimated Number of people attending the event: _____

2. For the following purpose: _____

3. The lease term shall be for:

a. Days: _____

b. Dates: _____

c. Times: _____

4. The Lessee agrees to pay Lessor a rental fee of \$ _____ in the amount of \$ _____ payable upon the execution of this agreement.

5. **IT IS UNDERSTOOD AND AGREED THAT THIS AGREEMENT DOES NOT PERMIT THE SERVING AND CONSUMPTION OF ALCOHOL BEVERAGES ON THE PREMISES WITH THIS MEETING ONLY USE AGREEMENT**

6. Lessee agrees to be responsible for the placement of any tables and chairs.

7. Lessee agrees to sweep, vacuum and clean the floors, remove all items brought in, place tables and chairs that were used in storage racks and put in storage areas. Cleaning shall include removal of any carpet stains. Lessee agrees to pay for any and all cleaning costs or cost or repair or replacement of any damaged items or property.

8. Lessee agrees to abide by the times established here, and understands their rental may be adjacent to opening or closing of the facility, or other uses of the space and will promptly and efficiently clean up and exit when necessary to accommodate the facility closing or other user groups.

IN WITNESS WHEREOF, I have read, understand, and agree to abide by all terms and conditions of this lease agreement executed this _____ 201__.

LESSEES NAME (PRINT)

LESSEES (SIGNATURE)

MAILING ADDRESS: _____

PHONE: _____ E-Mail: _____

Non-Profit / Youth / Senior / Government			Deposit	Room Rental Fee	Damage Deposit
Amenity	Per hour	Day rate (6 + hours)			
Full Gymnasium Rental	\$92	\$462	\$300		
Kitchen	\$35	\$173	\$100		
Multi-purpose room	\$29	\$147	\$100		
Lobby & Patio	\$21	\$105	\$100		

General / Business Use			Deposit	Room Rental Fee	Damage Deposit
Amenity	Per hour	Day rate (6 + hours)			
Full Gymnasium Rental	\$116	\$578	\$300		
Kitchen	\$46	\$231	\$100		
Multi-purpose room	\$35	\$173	\$100		
Lobby & Patio	\$23	\$116	\$100		
After Hours & Gym Buff	\$24 / hr.staff + rental fees				
Stage & or Curtains	\$24 / hr.staff + rental fees				

Equipment & Amenities

Stage (4 ft by 8 ft sections)	\$20	Equipment rental fee	
Staff (2 staff x 1 hr x \$24/hr)	\$48/setup and \$48/takedown		
Curtains 5 sections 18'x10'	\$35 per section		
Staff (2 staff x 1 hr x \$24/hr)	\$48/setup and \$48/takedown		
	Subtotal Room Rental		
	Subtotal Equipment Rental		
	Additonal staff/after hours		
	Total Facility Fees		

Paid Date_____

For Office Use only:

<input type="checkbox"/> Building was left clean and undamaged.
<input type="checkbox"/> Equipment was returned clean and undamaged.
<input type="checkbox"/> All/part of the damage/cleaning deposit was retained for reasons listed below.
<input type="checkbox"/> Cleaning charges were assessed at \$40.00 per hour. Damages were assessed as explained.
\$ _____ Retained \$ _____ Returned Date: _____, 201_ Staff Signature _____

Description of Damages:

Description/Purpose for Additional Cleaning: