

# DOLORES COMMUNITY CENTER

*Application for use*

Name of Organization or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Estimated Number of People: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Will alcoholic beverages be served or sold?  Yes  No

Is the event being held as a benefit for an individual?  Yes  No

Are you a Colorado registered Non-profit?  Yes  No If yes, Non-profit Tax ID: \_\_\_\_\_

Meeting space requested: \_\_\_\_\_ Time requested: \_\_\_\_\_

## 2017 - 2018 Fee Schedule:

<b>For events 75 people and under:</b>	Full Facility	South Room	Meeting Room	Kitchen Only
By the hour	\$50.00	\$35.00	\$15.00	\$25.00
Half-day	\$125.00	\$75.00	\$30.00	\$40.00
Full day	\$250.00	\$150.00	\$50.00	\$60.00
Deposit (refundable)	\$200.00	\$100.00	\$0.00	\$100.00
LCD projector	\$25/day	\$25/day	\$25/day	N/A
Stage	\$30/day	\$30/day	N/A	N/A

<b>For events over 75 people:</b>	Platinum Package \$750.00	Gold Package \$650.00	Silver Package \$550.00	Bronze Package \$400.00
Full Facility Rental (3 day) --2pm Fri. - 10pm Sun.	X	X		
Full Facility Rental (2 day) --8am Sat. - 8pm Sun.			X	
Full Facility Rental for 1 day				X
Full kitchen usage, including appliances and dishes	X	X	X	X
Usage of LCD Projector & screens	X	X		
Usage of Microphone and Sound Systems	X	X	X	X
Set-up & take down of tables & chairs	X	X	X	X
Set-up and take down of stage	X			
Full clean up at end (except dishes)	X	X	X	X
Deposit (refundable)	\$200.00	\$200.00	\$200.00	\$200.00

# DOLORES COMMUNITY CENTER

## Contract Agreement

I agree to the following conditions:

- A. All contracts for the use of the Dolores Community Center must be signed and fees paid 14 days prior to use. If the event is cancelled for any reason between 5 and 10 days prior to use, 25% of the monies shall be charged to cover the cost of handling, inconvenience, and the unavailability of the facility to others before any refunds are made. Any cancellations between 1 and 4 days prior to use will be charged 50%, and any cancellations within 24 hours of event will be charged 75%.
- B. I hereby understand I will be responsible for the cleaning of the facility (unless I have chosen a package in which cleaning is included) and for damages as a result of the activity and that a charge will be taken from the deposit fee (if required) to cover additional cleanup and damage. If I have not paid a deposit, or the cost of cleaning or damages is more than the collected deposit, I understand that I will be liable and will be made to pay for any additional cleaning and damages.
- C. Alcoholic beverages may be served at private parties. If the event is open to the public, the user must have approval from the Dolores Community Center Board of Directors and must have an approved Colorado Liquor License (obtained by application with the Town of Dolores). The License must be displayed at the event. Alcoholic beverages are not allowed outside the building unless permitted by your State Liquor License.
- D. All events must end by midnight unless prior approval has been given by the Dolores Community Center Board of Directors. No alcohol may be served after midnight.
- E. This use and fee schedule is subject to revisions but in no way will affect events already scheduled and paid for. I understand that if over 75 people are attending the event, I must choose a package deal that includes cleaning and setup.
- F. I, the undersigned, agree to save and hold harmless the Dolores Community Center Association and the Board of Directors from any and all claims and demands arising out of the use of the premises, and will defend any cause action brought to enforce any such claims or demands against the Dolores Community Center Association and Board of Directors.

Date confirmed: \_\_\_\_\_ Times confirmed: \_\_\_\_\_  
Room confirmed: \_\_\_\_\_ Number of expected guests: \_\_\_\_\_

\_\_\_\_\_ Usage / Package Fees  
\_\_\_\_\_ Equipment Fees  
\_\_\_\_\_ Other Fees  
\_\_\_\_\_ Subtotal  
\_\_\_\_\_ Discount (only 1 may be applicable): Non-profit, Benefit, Regular user (10 or more times annually)  
\_\_\_\_\_ Damage / Cleaning Deposit (refundable)  
\_\_\_\_\_ Total Due

Contract is not in effect until signed by the Dolores Community Center Association Representative and full payment received.

\_\_\_\_\_  
*Signature of Responsible Party*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_  
*Signature of DCCA Representative*

\_\_\_\_\_  
*Today's Date*

# DOLORES COMMUNITY CENTER

## *Cleaning Checklist*

When using the Community Center, we will provide some items in limited quantities for your usage, but you may want to bring more of the following depending on your event:

- \*\* Paper Towels
- \*\* Kitchen Towels / Dish Towels / Pot Holders
- \*\* Coffee / Cups / Cream & Sugar

Your responsibility upon conclusion of your event when renting the Community Center:

- Clean any dishes used
- Turn off all lights
- Secure the building by locking all doors and windows
- Clean the facility, unless a cleaning package was purchased.

If a cleaning package is purchased, to prevent any additional cleaning fees we recommend not leaving large amounts of trash scattered about and assigning someone to do an inspection of the facility prior to vacating the premises. The cleaning package does not cover any dishes used, which must be cleaned and put back where they were taken from.

If no cleaning package was purchased, below are the cleaning requirements necessary for a return of any cleaning deposits. It is important that if you will not be present at the time the event ends that a representative is there on your behalf to ensure that the following items are handled properly.

Do not move any tables, chairs or equipment into or out of the storeroom until properly trained in the correct handling and storage techniques. Any damage to the floor or equipment by dragging/dropping items will be taken from your deposit. Depending on the event, upon conclusion you may be asked to leave tables and chairs in place.

### **Cleaning Checklist:**

- Tables and chairs must be wiped down
- Tables and chairs put back into storage. Required? \_\_\_\_ Yes \_\_\_\_ No
- Any spills / sticky areas need to be mopped up
- Any dishes must be washed and put back in the appropriate cupboards
- Kitchen counters must be sprayed and wiped down and sinks rinsed out
- Any appliances used must be cleaned properly
  - Microwave wiped down both inside and out
  - Fridge wiped down from any spills
  - Stove must be scrubbed, grill must be cleaned using the cleaning stones
- Bathrooms should be given a general cleaning, with a spray and wipe down of the counters, trash removed, and any large spills or messes cleaned.
- Cleaning of the outdoor and outer perimeter areas of the center, if it was used by any guests. Check for cigarettes, trash, dishes, spills.
- Trash must be taken out to the dumpster.
- Cleaning supplies must be put back in the cupboard.

I have read and understand the requirements for securing and cleaning of the facility. If I cannot be present during the cleaning and closing up process, I will assign a person who will be tasked to complete the checklist above as necessary.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

# DOLORES COMMUNITY CENTER

*Internal checklist for deposit return  
(completed by Community Center Manager)*

## Deposit Refund Checklist:

- Yes  No      Were dishes cleaned and put away?
- Yes  No      Were tables and chairs cleaned and put away if applicable?
- Yes  No      Was kitchen cleaned properly?
- Yes  No      Are floors clean of spills and sticky areas?
- Yes  No      Was bathroom cleaned properly?
- Yes  No      Was trash taken out?
- Yes  No      Were cleaning supplies put back?
- Yes  No      Was there any damage to the facilities or equipment? If so, please describe:
  
- Yes  No      Any other damage / cleaning concerns? If so, please describe:

## Deposit Resolution:

Deposit will be returned in full.

The facility was either not cleaned or there was damage as described above. The following charges will apply:

Signature of DCCA Representative: \_\_\_\_\_

Date: \_\_\_\_\_