



CITY OF COLORADO SPRINGS

OTIS PARK RENTAL REQUEST

Responsible Party: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Phone: _____

Email Address: _____

Description of Proposed Activity/Event: _____

Date Requested: _____ Time Requested: _____

Description of Proposed Activity/Event: _____ Anticipated Attendance: _____

Is this event open to the general public? Yes No Advertised Where? _____

Rental Fee: \$60/hour Building Capacity: 75 people

MONTH	DATES	DAY	TIME (START TO END)
January		M T W TH F SA SU	
February		M T W TH F SA SU	
March		M T W TH F SA SU	
April		M T W TH F SA SU	
May		M T W TH F SA SU	
June		M T W TH F SA SU	
July		M T W TH F SA SU	
August		M T W TH F SA SU	
September		M T W TH F SA SU	
October		M T W TH F SA SU	
November		M T W TH F SA SU	
December		M T W TH F SA SU	

Check room(s) you wish to utilize: Multi-Purpose Kitchen Class Room Class Room

Approximate number of people attending: _____ Number of Tables: _____ Number of Chairs: _____

General Guidelines

- Requests are honored on a first-come first-serve basis.
- Proof of "non-profit" status is required.
- Deposit of one half of the rental fee is due immediately upon receipt of invoice.
- The second half of the rental fee is due no later than 7 business days prior to requested date.
- No refunds will be issued for rentals.
- We accept cash, check, credit card (*Visa, MasterCard, Discover, American Express*) and money orders as payment.
- \$20 NSF fee will be charged for all returned checks.
- Kitchen rental requires additional agreement. Refrigerator(s) are not included in rental, please bring coolers and ice as needed.
- Linens, cookware, utensils, serving dishes and other food preparation items are not available, please bring what you need to prepare your meals.
- Furnish own papers, pens, tape, extension cords, scissors and all other items necessary to conduct your event.
- You may be required to hire a security company to supervise your event; management will notify you if this is needed.

Responsible Party

Date



OTIS PARK RENTAL AGREEMENT

- The signer of the RENTAL AGREEMENT shall be considered the legal agent of the rental party, and as such, the signer shall be responsible for use of the Center, and compliance with all conditions and related regulations of the City and must be at least 18 years of age.
- The signed copy of the RENTAL AGREEMENT and a minimum payment of ½ of the total must be provided to hold the date. Payment in full must be received at least seven business days prior to rental date or the rental may be cancelled.
- Renters must confine themselves to the approved times and shall be charged \$60 per hour if they fail to vacate the building on time. The building needs to be cleaned and left as beginning of rental. (This includes wiping off counters, sweeping and/or vacuuming the floor, and leaving all tables and chairs clean.)
- The renter is financially responsible for any damages to the center incurred during their rental period.
- No smoking is allowed in the community center. The non-smoking area also includes 15' surrounding the building and as regulated by the Colorado Clean Indoor Air Act (2006).
- **No alcohol is allowed.** Consumption of alcoholic beverages is not allowed inside or outside of the building or any other unauthorized area. The City has authority to take appropriate action for any violations. All laws pertaining to alcohol consumption will be enforced. Violators of this rule are subject to arrest, and immediate termination of rental of the center.
- The noise level of any activity, including bands and stereos, shall be maintained below the acceptable levels approved by the Noise Control Division of the Police Department. The City shall determine the appropriate volume for all activities. Failure to comply shall result in the rental event being cancelled.
- No form of gambling will be permitted on the premises.
- The City will determine if a security guard and/or damage deposit is required. If required, it is the renter's responsibility to provide a uniformed, bonded security guard who shall be present during the entire rental period. A signed security agreement and/or security deposit are due seven business days prior to the rental date.
- The City of Colorado Springs may require the renter to provide insurance.
- The City is in charge of the entire facility and its use at all times, and has final authority in resolving disputes.
- Frying of food outside of kitchen, fog machines, candles, glitter, confetti, hay and bubble machines are *not allowed*. Packing or duct tape, nails, and tacks may not be used. (*Masking tape may be used if it is removed before leaving.*) Sand, powder, or other items may not be used on the hard wood floors as they cause damage.

Initials

Failure to comply may result in an additional fee of 1 hour rental time.
- Refunds will not be issued however refund requests may be reviewed on a case by case basis.
- **If Renter cancels contract within 14 days of event, no monies will be refunded.** If contract is for multiple dates and is cancelled within 14 days the Renter will be billed for those 14 days.

Initials

I have read, understand, and agree to comply with the conditions as stated in this RENTAL AGREEMENT.

Signature of Responsible Party

Date



CITY OF COLORADO SPRINGS

KITCHEN USAGE AGREEMENT

Your request for use of the facility has been processed. Facility renters are required to follow the procedures for use of the kitchen as set forth or risk future use of the facility.

1. Children are not allowed in the kitchen unless supervised by an adult.
2. Facility equipment must be left clean and in good working order. When the stove is used, the facility renter must clean all cooking oil and food stains.
3. Bring all necessary utensils and portable equipment (*i.e. spoons, pots, pans, coffee pots, skillets, bowls, dishes, etc.*).
4. Refrigerators and freezers are not available for rental. Please provide your own coolers, etc.
5. An additional fee is required for use of the kitchen.

No alcoholic beverages allowed.

A staff member will inspect the kitchen after use to ensure the above procedures have been met.

Thank you,

Otis Park Community Center

Date

I have read and agree to the terms listed above terms of use for the kitchen.

Responsible Party

Date