



Town of LaSalle

128 N. 2nd St.
LaSalle, CO 80645
970-284-6931

Community Center Rental Agreement

Alcohol:

Possession/consumption of alcohol is not permitted in the Community Center building. Participation in these activities will result in the complete forfeiture of the \$150 security/damage deposit and potential termination of the event.

Cleaning:

Applicant is responsible for all set up, tear down, and clean-up. Janitorial supplies are located in the closet on the east side of the building and in the closet of the kitchen. Applicant agrees to complete the cleaning check list. Failure to do so may result in the forfeiture of some or all of the provided deposit.

Payment Policy:

Full payment of rental fees and security deposit is due at the time of reservation.

Cancellation/Refunds:

You may cancel up to two weeks before the scheduled event and receive a full refund. Cancellations received after the two week time period could result in the complete or partial loss of your rental fee. If factors beyond the renter's control warrant the event date must be cancelled or postponed, a full refund will be issued. Examples: Natural disaster, death within organization or group, etc.

Keys:

Rental keys must be picked up at the Town Hall prior to the event. Should the event fall on a Saturday, Sunday or Holiday, the key must be picked up by the previous business day before 5:00 p.m. Keys must be returned to the Town Hall immediately following your event. They can be placed in the drop box outside of the Town Hall.

Rules:

Applicant has received, read and agreed to follow the rules set forth by the Town of LaSalle. Failure to do so could result in the forfeiture of some or all of the provided security deposit.

Proof of Address:

The applicant must provide proof of address at the time of reservation. This must be verified by the Town of LaSalle staff.

Responsible Party:

The responsible party must be 18 years of age or older at the time the application is submitted.

I have read, understand, and agree to all the terms and conditions set forth above.

Signature: _____

Date: _____



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Community Center Fees

Hours of use are 8:00 a.m. to 10:30 p.m. subject to availability. A half day rental will be charged if the hours of use are 4 hours or less. If use exceeds 4 hours, a full day rental charge will be issued.

Half day rentals are only available Monday-Friday. There will be no half day rentals Saturday or Sunday unless renter gets prior authorization from the Board of Trustees.

Deposit and rental charges will need to be paid in full at the time of reservation.

Group I - Non Profit; community and resident service organizations whose purpose is recognized primarily as a service to the citizens of LaSalle, who offer social, cultural and educational programs.

Group II - Resident, Private Group, Organization or Business located within LaSalle city limits.

Group III - Non-Profit, Non-Resident Civic/Service Organizations

Group IV - Non-resident; Private Group or Organization

GROUP	Full Day Rental Fee (more than 4 hours of use)	Half Day Rental Fee (4 hours or less of use) M-F ONLY	Deposit (refunded if left in acceptable condition)
Group I	\$10.00 Add \$30.00 for use of kitchen	\$10.00 Add \$30.00 for use of kitchen	\$150.00
Group II	\$70.00 Add \$30.00 for use of kitchen	\$40.00 Add \$30.00 for use of kitchen	\$150.00
Group III	\$90.00 Add \$30.00 for use of kitchen	\$50.00 Add \$30.00 for use of kitchen	\$150.00
Group IV	\$150.00 Add \$30.00 for use of kitchen	\$80.00 Add \$30.00 for use of kitchen	\$150.00



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Rules and Information

- Rental fees and deposits must be paid in full at the time of reservation.
- Rental keys must be picked up at the Town Hall prior to the event. Should the event fall on a Saturday, Sunday or Holiday, the key must be picked up the previous business day before 5:00 p.m.
- Rental keys must be returned to the Town Hall immediately following your event. They can be placed in the drop box outside of the Town Hall.
- Guardrails are provided at the North entrances. The Northwest door is considered the main front door and is to be used as such.
- **NO SMOKING** is allowed inside the building or within 15 feet of the Community Center.
- **ALCOHOLIC BEVERAGES** are **NOT** permitted in the Community Center.
- **NO RED OR BLUE** dyes will be allowed inside the Community Center due to the difficulty to remove stains produced from such dyes.
- **OPEN FLAMES**, such as candles and matches, are not permitted.
- **DOORS** must be kept shut at **ALL TIMES**. The doors may not be propped open for any period of time.
- Do not hang, tape or nail anything on the walls.
- Do not tamper with the thermostat. You may call 284-5625 for emergencies **ONLY**.
- Make sure to complete all items on the cleaning check list. Failure to do so could result in the loss of some or all of your deposit. Cleaning supplies are located in the closet on the East side of the building as well as the closet in the kitchen.
- The hex key locks and unlocks the panic doors on all of the main doors. Doors will sometimes stick, so be sure to check that they are securely locked.
- A phone will not be available for use at the Community Center. Please plan on providing your own cell phone.
- **IN CASE OF EMERGENCY CALL 911. The local police phone # is 284-5541 and is not to be used if immediate assistance is needed as there is not always someone in the office. For immediate assistance in a non-emergency situation call Weld County Dispatch, (970) 356-1212 ext. 4. Do not call these numbers if there is a problem with the building itself, instead call 284-5625.**



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Cleaning Check List

Leave the premises in the same way or better than the way you found it. All fees are subject to change if extensive damage is done to the premises. If additional damages are found, other fees may apply or the entire damage deposit may be withheld.

Room/Equipment	Circle	Notes	Fees
Floors	OK		\$20.00
Carpet (Main Room/Hallway)	OK		\$20.00
Tile (Kitchen/Bathrooms)	OK		\$20.00
Bathrooms	OK		\$10.00
Sinks/Counters	OK		\$10.00
Toilets	OK		\$10.00
Kitchen	OK		\$10.00
Counters and Sinks	OK		\$10.00
Refrigerator	OK		\$10.00
Stove/Oven	OK		\$10.00
Tables & Chairs	OK		\$5.00 Per Chair/Table
Walls	OK		Depends on Severity
Glass Doors/Windows	OK		\$5.00 Per Door/Window
Lights Off	OK		
Doors Locked	OK		Loss of Deposit
Trash	OK		Depends on Severity
Keys Returned	OK		\$30.00

Office Use Only

Date inspected _____ for (date of event) _____ Signature of Inspector _____