



128 N. 2<sup>nd</sup> St  
LaSalle, CO 80645  
970-284-6931

# Town of LaSalle

## Community Center Rental Form

Hours of use are 8:00 a.m. to 10:30 p.m. subject to availability. Refundable deposit and rental charges are due in full at the time of reservation. Maximum capacity is not to exceed 49 people.

\*\*\*PLEASE PRINT CLEARLY\*\*\*

Name or Organization/Individual: \_\_\_\_\_

Primary Full Name Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Number of Participants (Max Capacity is 49 people): \_\_\_\_\_ KITCHEN USE: \_\_\_\_\_

*SIGNATURE*: \_\_\_\_\_ (Rental Agreement must also be read and signed)

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### Official Use Only

A. Address Verified: \_\_\_\_\_

B. Cleaning\Damage Deposit: **\$200.00** Cash, Card, Check (Please circle one)

Date Damage Deposit was paid: \_\_\_\_\_ Check No. if applicable \_\_\_\_\_

C. Category: Date Rental Charge Was Paid: \_\_\_\_\_

Group I (\$20.00 full day)  Group II (\$100.00 full day)  Group III (\$125.00 full day)  Group IV (\$200.00 full day)

Group I (\$200.00 day)  Group II (\$200.00)  Group III (\$300.00)  Group IV (\$300.00) HOLIDAY RATES

Kitchen (\$50.00)

D. Total Rental Charges: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Total Fees Paid: \_\_\_\_\_

E. Amount of Deposit Withheld: \_\_\_\_\_

Reason for holding deposit: \_\_\_\_\_

F. Total Deposit Returned: \_\_\_\_\_ Date Deposit was returned: \_\_\_\_\_

G. Key NO. \_\_\_\_\_ Date Key was returned: \_\_\_\_\_



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## 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 \$200 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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## 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.
- 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.