

**STONEGATE VILLAGE METROPOLITAN DISTRICT
FACILITY USAGE RULES AND REGULATIONS**

1. Stonegate Village Metropolitan District sponsored programs and activities have priority of use in the Community Center; therefore consecutive nightly, weekly or monthly usage may not be available.
2. **Reservations will not be considered final until approval is granted and the appropriate fee and deposit has been received at the District offices.** Rentals are approved on a first come first serve basis. Standing reservations may not be scheduled more than two times per month and will not be accepted for Friday evenings or Saturdays. Accepted standing reservations shall remain in effect for no longer than nine consecutive months. For accepted standing reservations, failing to use the facilities for two consecutive reservations dates will have the effect of terminating the standing reservation. Standing reservations may be terminated at the discretion of the Board.
3. **All reservations are subject to review by the Stonegate Metropolitan District Board of Directors** and the Board of Directors reserves the right to deny any reservation that they deem an inappropriate use of the facilities.
4. The rental party must be a Stonegate Village Metropolitan District or Lincoln Park Metropolitan District resident, at least 18 years of age to reserve a room or 21 years of age if alcohol will be consumed. **A copy of the applicant's current driver's license and most recent water bill is required to reserve a room.**
5. Any vendors (DJ, band, table/chair rental company, catering company, etc.) that will be in the building during the rental, must provide the District proof of insurance listing the "Stonegate Village Metropolitan District" as additionally insured. Proof of insurance shall accompany the room rental application.
6. A refund of the room rental fee will be granted up until one week prior to the requested usage date. After that time, the total room rental fee will be forfeited.
7. In the event that damage occurs, the District shall use the damage deposit to pay for the cost of repairing the damage. Costs of repair in excess of the damage deposit shall be the responsibility of the rental party. In the event that the rental party does not pay such additional costs, the rental party consents to the District adding the additional costs to the rental party's water bill.
8. The reservation documents, security deposit and room rental fee must be received in the District office at least two weeks prior to the scheduled event. If the event date is reserved less than two weeks before the scheduled date, documents and fees must be received in the District office within twenty-four hours. If the documents and fees are not received in time, the event may be cancelled without notice. Following the approval of the application for facility use ("application") and payment of the required rental fees and damage deposit, a confirmation letter and key code will be provided to the applicant. Rental parties are required to have, in their possession, a copy of the confirmation letter during all rentals.
9. All rental parties will furnish their own equipment and materials unless specifically designated on the application.
10. The Stonegate Village Metropolitan District will not be responsible for lost or stolen articles.
11. All decorations must be taken down immediately following the rental and all equipment removed from the facility.
12. The area(s) designated on the application will be the only area(s) which will be utilized.

13. All set up, take down, and clean up is the responsibility of the rental party. Rental parties must bring their own cleaning supplies to clean the room after their event.
14. The rental time frame must include any time required to complete a walk through, set up and clean up the facility.
15. Adult supervision of children is required at all times.
16. The exterior of the facilities must be cleaned following the rental.
17. Rentals must end no later than midnight (unless otherwise approved). Sound should not be heard beyond the Community Center property line after 10 p.m.
18. A pre-event condition walk through may be required, as determined by District staff. Rental party is responsible to report any existing damage of the facility to District staff before their event begins. Failure to report damage will result in the rental party accepting responsibility for all existing damage. In the event that the rental takes place outside of normal business hours, the rental party shall leave a message detailing the damage on the District staff voice-mail (303-858-9909).
19. A damage deposit will be applied to each facility (see the "Stonegate Village Community Center Rental Schedule"). **The Security Deposit will be deposited by the District upon receipt.** The Security Deposit will be refunded by the District to the rental party within four weeks after the scheduled event as long as the room is returned to the same condition as it was found.
20. The rental party agrees to comply with all state and local laws, ordinances, and regulations, including, but not limited to, those governing the serving and/or consumption of alcohol, parking, open container, noise, disorderly conduct, or loitering. The damage deposit may be forfeited as the result of violating these provisions.
21. If alcohol is to be consumed, the rental party may be required to hire off-duty police officer(s).
22. No animals, except documented service animals for the disabled, are allowed in the facilities.
23. Gym/athletic activities including, but not limited to, yoga, aerobics, weight training, etc. are not allowable uses for the Stonegate Activities Room or Stonegate Community Room.
24. All activities that include buying or selling goods or services or charging an entrance fee will be limited to the Stonegate Activities Room only and will be charged \$50.00 per hour with a two-hour minimum charge.

The signer of the application shall be considered the legally responsible party for compliance with all rules and regulations for use of the facility. Failure to fully comply with the foregoing rules and regulations may result in the forfeiture of the security deposit and the rental party's ability to rent facilities in the future.

By my signature below, I hereby swear to have read and understand the Stonegate Village Metropolitan District Facility Use Rules and Regulations and Room Rental Contract.

X _____
 (Rental Party Signature)

 (Date)

X _____
 (Print Name)