

Pre-event Condition Check List

Pre-event walk-through rental party comments:

(Please make sure to check every room that will be used by the rental party (i.e. room rented as well as common areas – bathrooms, lobby, exterior, etc.). Condition of rooms after the event in comparison to before the event will determine the extent to which the deposit will be returned.

Undersigned party agrees to the condition of the room prior to rental.

X _____
(Rental Party Signature)

X _____
(Rental Party Print Name)

Initial

_____ TABLES AND CHAIRS CLEAN, WORKING CONDITION, NOTHING BROKEN

_____ CARPET FREE OF STAINS OR TEARS ETC.

_____ FLOOR AND KITCHEN AREA CLEAN

_____ BATHROOMS: NO TRASH ON THE FLOORS, CLEAN, NOTHING BROKEN

_____ THE GROUNDS ARE CLEAN IN FRONT, SIDES AND BACK

AFTER EVENT:

_____ MAKE SURE THAT EVERYTHING PERTINENT IS TURNED OFF (LIGHTS, ETC.)

_____ MAKE SURE EVERYTHING IS RETURNED TO ITS ORIGINAL PLACE (TABLES, CHAIRS, TRASH RECEPTICLES, ETC.)

Please describe in detail any noted problems with the facility in pre-event condition.

For Staff Use Only

Phone call or Voicemail Received ____Y ____N

Time/Date: _____

Staff initial: _____

Post-Event Condition Check list

- _____ WIPE DOWN ALL TABLES AND CHAIRS – EVEN ANY PERMANENTLY SET UP IN THE ROOM
- _____ CARPET FREE OF STAINS OR TEARS ETC
- _____ SWEEP, MOP, AND VACUUM FLOORS IF NEEDED
- _____ FURNITURE IN WORKING CONDITION, NOTHING BROKEN
- _____ PICK UP ALL TRASH INSIDE AND OUTSIDE, PLACE IN DUMPSTER
- _____ BATHROOMS CLEAN: NO TRASH ON THE FLOORS
- _____ MAKE SURE THAT EVERYTHING PERTINENT IS TURNED OFF (LIGHTS, ETC.)
- _____ MAKE SURE EVERYTHING IS RETURNED TO ITS ORIGINAL PLACE (TABLES, CHAIRS, TRASH RECEPTICLES, ETC.)
- _____ THE GROUNDS ARE CLEAN IN FRONT, SIDES AND BACK (MAKE SURE TRASH BAGS ARE DEPOSITED IN DUMPSTERS)

Please be advised that return of security deposit is contingent upon the above conditions (as well as contract stipulations) being met.

X _____
(Rental Party Signature)

(District Staff Signature)

X _____
(Rental Party Name)

(District Staff Print Name)

Staff Comments (attach additional sheets if needed):

**STONEGATE VILLAGE METROPOLITAN DISTRICT
APPLICATION FOR FACILITY USE**

Return application to: Stonegate Village Metropolitan District, 2 Inverness Drive East, Suite 200, Englewood, CO 80112.

Make checks payable to the Stonegate Village Metropolitan District

Rental Party: _____ Day Phone: _____

Organization (if applicable): _____ Night Phone: _____

Address: _____ City/Zip: _____

Email: _____ Date of Birth: _____

INDEMNIFICATION/WAIVER OF LIABILITY: Rental party, its successors and assigns, waives all liability and will defend, indemnify and hold harmless the District, District's licensees, invitees, agents, successors, and assigns from any and all loss, claims, liability, damages, and costs, including, without limiting the generality of the foregoing, court costs and reasonable attorney's fees, caused by, resulting from, or in any way arising out of the use of the District's facilities by the rental party, its licensees, invitees, agents, contractors, subcontractors, employees, successors, and assigns.

X _____
Rental Party Signature Title Date

DATE(S): _____ **DAY(S):** M TU W TH F SA SU
(Circle Days)

PURPOSE OF RENTAL (Describe the type of meeting or event): _____

ESTIMATED NUMBER OF PEOPLE EXPECTED: _____

WILL ALCOHOL BE CONSUMED: _____

FACILITY REQUESTED:

_____ Activities Center _____ Community Center

TIME(S) including set up and clean up: _____ a.m./p.m. to _____ a.m./p.m.

Approved _____ Denied _____

Facility Fees: Events _____ x \$ _____ rate = \$ _____

Reviewed by: _____ Date: _____

Deposit Paid by: _____ Cash _____ Check #: _____

Total due for Event: _____

Total Paid by: _____ Cash _____ Check #: _____

DL#: _____

Special Instructions _____

Walk Through:

Acceptable/Unacceptable

Comments: _____

**STONEGATE VILLAGE METROPOLITAN DISTRICT
COMMUNITY CENTER AND ACTIVITIES CENTER RENTAL SCHEDULE**

Rental Categories

Room – Rental Fee	
Activities Center	\$10/Event
Community Center	\$50/Event
Room Damage Deposit	
Activities Center	\$100
Community Center	\$250
*Rental fee is non-refundable if reservation is cancelled one week or less prior to event	

Rental Categories

Community Governance and Planning (Damage Deposit required but no rental fee) –
Homeowner’s Association, District Meeting, District sponsored Event

Civic Association (Damage Deposit required but no rental fee) – Girl Scouts, Boy Scouts, non-
profits, school groups or clubs, etc.

**Stonegate Village Metropolitan District or Lincoln Park Metropolitan District Resident
(Damage Deposit and Rental fees in table applied)**

**Non Stonegate Village Metropolitan District or Lincoln Park Metropolitan District Resident
(Not applicable)**