

Chipita Park Association Marcroft Hall Rental Agreement

This Rental Agreement is between the Chipita Park Association, a Colorado Corporation, hereinafter referred to as ASSOCIATION and _____ hereinafter referred to as RENTER.

TERM: The RENTER is to obtain possession for use of Marcroft Hall, hereinafter referred to as HALL, 9105 Chipita Park Road, Chipita Park, Colorado, for the dates of _____ to _____, from the hours of _____ AM/PM to _____ AM/PM. RENTER agrees to vacate the HALL no later than _____ AM/PM on the day of _____.

RENT: Please indicate the type of rental requested below. There is also a cleaning and damage deposit of \$75, to be submitted to hold the requested dates. The cleaning and damage deposit will be returned within ten (10) days after the end of the rental provided the HALL is left in satisfactory condition.

Weekday Rental Rates (Monday-Thursday)

- Half Day - \$75
- Full Day - \$150

Weekend Rental Rates (Friday thru Sunday and Holidays)

- Half Day - \$150
- Full Day - \$300
- Weekend Package Rate - \$400 (includes: Friday decoration of Hall, Saturday event, Sunday morning clean-up, out by 12 noon.)

Make checks payable to **The Chipita Park Association**. Submit the damage deposit of \$75 with the completed and signed Marcroft Rental Agreement to:

The Chipita Park Association
PO Box 653
Green Mountain Falls, CO 80819

The entire Rental Fee is due 1 (one) week prior to the event date. Submit to the above address.

CANCELLATIONS: Your Deposit and rental fee will be returned if the Hall Rental Manager is notified **at least 1 (one) week prior** to the event. NO refunds if cancelled less than 1 (one) week prior to the rental date.

USE OF THE HALL: The guidelines for use of the HALL are part of this rental agreement. RENTER will receive a door lock code to enter the building by e-mail or phone from the Rentals Coordinator. If the RENTER does not contact the Hall Rentals Coordinator on the date of occupancy, RENTER is determined to have acknowledged that the premises were in satisfactory condition when possession was obtained.

RELEASE AND INDEMNITY: The RENTER releases the ASSOCIATION and waives any claims against the ASSOCIATION for any personal injury or property damages which the RENTER MAY SUSTAIN BY VIRTUE OF THE RENTAL OF THE HALL. The RENTER indemnifies the ASSOCIATION and agrees to hold it harmless from the claims of any third persons for personal injury or property damage which result from rental of the HALL. The term "ASSOCIATION" includes the officers, directors, and members of the ASSOCIATION in their individual and official capacities.

RENTER RESPONSIBILITY: The RENTER will be responsible for any and all activities in the HALL and its premises incurred during the rental agreement. The RENTER agrees that the rental usage of the HALL shall be lawful and will be responsible for any damage to the HALL by RENTER and/or RENTER'S guests.

Note: *Our receipt of your signed agreement and your check for \$75 will reserve your requested date.*

PLEASE PRINT

RENTER Name: _____
Address: _____

Email: _____
Phone Number: H _____ M _____

RENTER signature below acknowledges that they have read and agree to all portions of this agreement including the **Guidelines for Use of Marcroft Hall** and agree to abide by those guidelines. PLEASE KEEP A COPY OF THIS AGREEMENT, AND THE GUIDELINES PAGE FOR YOUR RECORDS.

RENTER DATE

**For Questions and Concerns Please Contact:
Scott Varley, Marcroft Hall Rentals Coordinator
719-331-9262
jscottvarley@gmail.com**

FOR CHIPITA PARK ASSOCIATION USE:			
Cleaning and Damage Deposit:	Check # _____	Amount \$ _____	Received Date: _____
Eligible for refund	<input type="checkbox"/> YES <input type="checkbox"/> NO	Approved BY _____	
		Refund Date: _____	Check # _____
Rental Fee:	Check # _____	Amount \$ _____	Received Date: _____
Rental Fee Refund / Cancellation	<input type="checkbox"/> YES <input type="checkbox"/> NO	Approved BY _____	
		Refund Date: _____	Check # _____

Guidelines for Use of Marcroft Hall

Welcome to Marcroft Hall. We're happy to have you here. We only ask that you help keep up the condition of the HALL so that we can make it available to others.

1. NO SMOKING, pyrotechnics, or open flames in the Hall. This includes e-cigarettes, vaping devices and any similar devices.
2. NO alcoholic beverages are to be served to any minor in violation of Colorado Law.
3. Occupancy restricted to 120. Nineteen (19) rectangular tables and 120 chairs are available for your use.
4. Please do not take tables or chairs outside.
5. If using the audio equipment, please follow the posted written instructions.
6. We are located in a residential neighborhood. Noise level must meet El Paso County Noise Ordinances and should be reduced after 10:00 PM. No outdoor amplifiers.
7. Please leave the HALL as you found it. Should there be any problem with the cleanliness or condition of the furnishings when you open the HALL, please notify us immediately.
 - All decorations must be removed.
 - The floors should be swept, mopped as needed and the debris placed in the trash containers for removal from the premises. All brooms, mops, and floor cleaning equipment should be returned to closet.
 - Remove all trash from the restrooms and hall trash containers and put into the dumpster. Place clean plastic liners in the trash containers. Liners are located under kitchen sink.
 - The tables and chairs should be wiped down and returned to the storage room.
 - Appliances: If used, please make sure the stove is turned off and the surface clean; clean inside of microwave; and wipe off the shelves and body of the refrigerator.
 - Wipe the sinks clean, and rinse the dish washing cloths and sponge. Leave any dirty dish towels on the counter.
 - Areas of major spills should be mopped.
 - Turn off swamp cooler and/or portable air conditioner and overhead fan as applicable.
 - Please close the blinds, making sure the windows are closed and locked.
 - **RETURN THE THERMOSTAT TO 55 DEGREES.**
 - Turn off the lights and be sure the door is locked.

KEEP THIS PAGE FOR YOUR USE