



# Town of Kersey

## Kersey Community Center



Rental Policy Manual

Revised June 2020

## **Contents:**

Mission	3
Facility Use Policy/Priority of Use	3
Hours of Operation	3
Rental Policy Information	4
Center Guidelines	5
Set-Up	6
Decoration Usage	6
Clean-Up	7
Food	8
Alcohol	8
Damage Deposit	9
Cancellations	9
Capacity	9
Rental Fee	10

**Mission:**

A community facility that provides education, fitness and outreach opportunities for community member of all ages.

**Facility Use Policy/Priority of Use:**

The Kersey Community Center is owned by the Town of Kersey and operated by Kersey Recreation Staff. Priority of use first and foremost goes to the Town of Kersey and its scheduled programs and activities. Certain dates and times may not be available on a consistent basis based on scheduled events and activities.

**Hours of Operation:**

Office hours:

Monday-Thursday 9am-4pm

Kersey Seniors:

Daily activities-Tuesday/Thursday 9am-2pm

Friendly Fork Lunch-Tuesday/Thursday 11am-1pm

Adult Fitness:

\*Monday-Thursday evenings after 6pm

\*dependent upon fitness instructor scheduling

^rental opportunities available after schedule program hours

## **Rental Policy Information:**

The contracted rental of the facility may only be used for the specific event, activity and space indicated in the contract. The person signing contract documentation will be held responsible for monitoring the conduct of all participants engaged in the contracted activity. Any breach in the contracted agreement must be reported immediately and may result in an inability to use the rental space for future events. The signed renter must be present the entire time of the reservation, or appoint another representative or responsible party that is approved by the Town of Kersey. The Town of Kersey reserves the right to hold other events or functions in rooms not reserved or designated in the contract agreement. All deposits and fees must be submitted at the specific deadlines in order for the reservation and rental to be complete and scheduled.

The Town of Kersey reserves the right to deny the rental of this facility to any person or group, and reserves the right to terminate or cancel an event at any time. The Town of Kersey also reserves the right for Town of Kersey Staff to be present during any event in all parts of the building or grounds.

## **Center Guidelines:**

- All guests must stay within the rented area (Assembly Room) as described in the agreement; and will include access to bathrooms and cleaning materials.
- All food and beverages shall be contained in the designated room in the agreement.
- This is a non-smoking facility; smoking and use of illegal drugs are not allowed on site, no exceptions.
- Alcohol is not allowed with exception for rentals with prior approval (see the Alcohol Information on page 8)
- Children are not allowed to run or play in unattended areas and must be supervised at all times.
- Utensils, plates, cups, serving dishes, table clothes and other amenities are not included in rental agreements.
- Rice, confetti, wheat, birdseed, silly string, piñatas or other similar items are not allowed; signs, banners, flyers, streamers or other decorative items must be approved by Town Staff before use and are not allowed to be attached to any walls, doors or other finished surfaces unless otherwise approved (please see the Decoration Policy on page 6).
- Renter agrees to reimburse the Town of Kersey for the total cost of damage and/or replacement of Town property.
- During the rental period, the renter must adhere to all Town ordinances and policies involving the building rental; at any point during the rental Town Staff, and/or local authorities, may terminate the rental agreement if any building or Town ordinances or policies have been violated.

### **Set-Up Information:**

Town of Kersey Staff will set up all tables, chairs or other site specific equipment dependent upon the rental agreement. Table and chair arrangements will be set by Town of Kersey Staff based on the use requested by the renter. Once tables and chairs are set up, the renter must not move or alter the set up; safety and fire code regulations dictate set up for certain events. Set up and preparation time may take right up the exact time of rental; coordination with Town of Kersey Staff must be made to ensure set up is correct for a specific event.

Set up time for the renter is part of the rental time (i.e. if rental time is 6pm-9pm, set up must be included in that timeframe). The renter is not allowed to set up decorations, food or equipment prior to the designated rental period. Please note to request enough time during your rental period to account for set up time.

### **Decoration Usage:**

Only approved mounting clay may be used to hang decorations on finished surfaces; no decorations will be allowed on windows. The use of tape, thumb tacks or any other materials that might damage walls or leave marks is strictly forbidden. Nothing can be attached or hung from doorways, ceilings or block fire exits and signs. No lit candles or open flames allowed; exceptions include food warmers with catered food services.

## **Clean-Up Information:**

- Renter must include clean-up time into the hours of usage (i.e. if rental time is 6pm-9pm, clean up time must be included in that timeframe). Renter is unable to occupy the premises after the rental period is expired in order to clean up (exceptions may be approved in advance by Town of Kersey Staff).
- Facility must be left clean and sanitized after usage; the Town will provide a small amount of cleaning products for renter usage.
- All trash cans used must be emptied and liners replaced; trash must be taken to the dumpsters outside.
- Decorations on tables or walls must be removed; spills or messes on floors or tables must be cleaned. All counter tops and tables must be wiped off and cleaned.
- All equipment brought in by the renter or caterer must be completely removed from the premises.
- A clean up checklist will be given to the renter and must be completed and signed upon vacating the premises. Upon satisfactory inspection of the checklist with Town Staff, the damage deposit and refund will be submitted back to the renter.
- Rooms left unsatisfactory will be charged against the damage deposit and used for cleaning and/or repair services rendered (please see Damage Deposit Information on Page 9).

### **Food Preparation, Service and Storage:**

- Food preparation and cooking is not allowed within the center; due to guidelines from the Weld County Health Department, we are unable to provide space to clean, cook or prepare raw and/or packaged ingredients.
- Events wishing to supply food, will need to privately cater or provide their own food.
- Tables will be provided with the rental for use of displaying and serving food items.
- There is no cold refrigeration storage available; alternate plans should be made for groups needing to store cold foods before or after the event.

### **Alcohol Information:**

- Please contact the Kersey Community for more information, or refer to the Alcohol Policy attached.



### **Damage Deposit Information:**

Damage Deposits must be submitted in FULL at time of reservation. The damage deposit will be refunded within 21 days after the event depending upon approval by Town Staff of cleaning checklist items. If cleaning checklist requirements are not meant, or if destruction of the premises is discovered, some of all of the damage deposit will be retained and used to defray expenses incurred by the Town as a result; if the full deposit is not sufficient for this purpose, the Town reserves the right to seek and be awarded appropriate additional sums from the Renter as well as all additional costs and reasonable attorney fees so incurred.

### **Cancellation Information:**

Cancellations up to 14 days prior to the event will be refunded in full. Cancellations within 14 days of the event will result in fee of \$25.00 kept from the reservation amount.

### **Assembly Room Capacity Information:**

Various set ups for room entertainment can be arranged; the following are the options available along with capacity limits. These capacity limits are only valid for the Assembly Room rental and do not reflect complete building capacity rules and regulations.

\*please coordinate with Town Staff for alternatives\*

\*all capacity limits are for up to as many listed below\*

Open (non seating): 100

Theatre (chairs only): 80

Banquet (round table seating): 48

Classroom (rectangle tables w/ chairs): 40

## Damage Deposit Information:

\*rates for entirety of rental

\*due at the time of reservation

Without Alcohol: \$250.00 (both Resident/Non-Resident)

With Alcohol: \$500.00 (both Resident/Non-Resident)

## Rental Fee Information: **Assembly Room ONLY**

\*Rental times include renter set-up and clean-up

Open (no seating w/ 100 capacity):	<u>RES.</u>	<u>NON RES.</u>
<b>2 HOURS</b>	<b>\$30</b>	<b>\$60</b>
<b>4 HOURS</b>	<b>\$50</b>	<b>\$100</b>
<b>6 HOURS+</b>	<b>\$70</b>	<b>\$140</b>

With tables and/or chairs (max capacity: 80)

<b>2 HOURS</b>	<b>\$60</b>	<b>\$120</b>
<b>4 HOURS</b>	<b>\$100</b>	<b>\$200</b>
<b>6 HOURS+</b>	<b>\$140</b>	<b>\$280</b>

\*Theatre, banquet, classroom set-ups included in price upon request

## Non-Profit/Community Groups:

\*Please contact us for special arrangements and requirements

## For Profit/Retail Groups:

\*Please contact us for special arrangements and requirements

## Security/Off Duty Officer Fees:

\*Security Detail must be in place for all events serving alcohol; this procedure must be complete and signed off 30 days before the event date

\*all rates are per hour through duration of reservation

\*must be a 2-hour minimum

\*please contact the Town of Kersey

## **Conclusion**

The purpose of this building is to provide more opportunities in our community for programming and activities, as well as a dedicated space for community rental space for events and gatherings.

As a potential user of the facility, we hope you will take pride in what this facility can offer; through activities, programs and gatherings please be respectful of the space so that others may have an enjoyable experience.

For any questions, comments or concerns, please contact us:

### **Town of Kersey Town Hall**

(o) 970.353.1681

### **Town of Kersey Recreation**

(o) 970.353.1681

(c) 970.373.8314

(e) [recreation@kerseygov.com](mailto:recreation@kerseygov.com)

### **Community Center/Older Adults**

(o) 970.352.8394