



**BELLE CREEK FACILITY RENTAL APPLICATION**  
**10693 BELLE CREEK BLVD.**  
**HENDERSON, CO 80640**  
**PHONE: 303-289-3584 FAX: 303-289-6318**  
**www.denverymca.org/belle-creek**



**Return Rental Application to Belle Creek Family Center YMCA, 10693 Belle Creek Blvd., Henderson, CO 80640**  
**Deposit check due when application is turned in. Make checks payable to YMCA.**  
**Payment for rental is due 7 DAYS PRIOR to your event.**

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Applicant \_\_\_\_\_ Organization \_\_\_\_\_  
 Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Email \_\_\_\_\_  
 Membership Number \_\_\_\_\_

**WAIVER OF LIABILITY AND INDEMNIFICATION**

The Applicant shall use reasonable care and make reasonable diligent efforts to avoid any harm, injury, or loss of property to any person while using these premises during the term of this rental. Applicant agrees to indemnify and hold harmless the YMCA, Belle Creek Family Center and Belle Creek Metropolitan District No.1 (the "Released Parties") from any liability, sums and costs, including attorney fees and all other fees incidental and defend any loss or damages the Released Parties may suffer as a result of claims, demands, costs or judgements resulting from Applicant's use of the facility.

Applicant, its successor and assigns assume all liability and risk associated with use of the Belle Creek Family Center YMCA and hereby releases and agrees to indemnify, defend and hold harmless the Released Parties, and their representatives, staff, employees, agents and directors from any and all claims, liability, injuries, damages and costs incurred by Applicant, any of Applicant's guest, or other persons, in connection with Applicant's use of Belle Creek Family Center YMCA. Applicant further acknowledges that he/she has reviewed and evaluated the risks and determined to use the Belle Creek Family YMCA with full knowledge and acceptance of the risks.

Applicant understands that the Released Parties do not provide insurance coverage for accidents or injuries sustained by Applicant, guests or other persons. Applicant agrees that use of the Belle Creek Family Center YMCA and participants in activities or events at the Belle Creek Family Center YMCA shall be undertaken by Applicant and guests at their sole risk, and the Released Parties shall not be liable for any injuries or damage to Applicant, guests, or other persons, or the subject to any claim, demand, injury or damages, whatsoever,

irrespective of cause or origin. The Released Parties shall not be responsible or liable for articles damaged, lost, or stolen, or for loss or damages to any property. The undersigned evidences by his/her signature what the Applicant and its group or organization has read and will comply with the rules and regulations as stated on the form provided to Applicant.

**INSURANCE REQUIREMENTS FOR BUSINESSES ENTITIES AND VENDORS**

Applicant shall, at its own expense, obtain and maintain during the term of this agreement, General Liability Insurance with a limit of \$1,000,000 per occurrence and a \$2,000,000 general aggregate limit. Applicant will provide certificate of insurance including YMCA and Belle Creek Metropolitan District No. 1 as Additional Insureds.

\_\_\_\_\_  
**Applicant/Agent Signature**

\_\_\_\_\_  
**Title (if applicable)**

\_\_\_\_\_  
**Date**

**Rental Date(s)** \_\_\_\_\_  
**Rental Time** \_\_\_\_\_  
**(should include set up and tear down)**  
**Type of Event** \_\_\_\_\_  
**Number of People** \_\_\_\_\_

**Meeting Room (34 People)** \_\_\_\_\_  
**Conference Room (78 People)** \_\_\_\_\_  
**1/2 Gym (261 People)** \_\_\_\_\_  
**Entire Gym (522 People)** \_\_\_\_\_  
**Kitchen** \_\_\_\_\_

# RENTAL RATES AND CATEGORIES

Hourly Room Rates			
Room	Resident Rate/Deposit	Non Resident Rate/Deposit	Ongoing Rental Deposit Amount
1/2 Gymnasium	\$55/\$200	\$95/\$200	\$500
Gymnasium	\$75/\$200	\$135/\$200	
Conference Room	\$35/\$100	\$55/\$100	
Meeting Room	\$25/\$50	\$35/\$50	
Kitchen	\$40/\$100	\$65/\$100	
Monitoring Fees			
After Hours Fee	Resident \$30 / Non Resident \$40		
After hours rentals are subject to staffing availability. The Belle Creek Family YMCA provides 1 staff per 50 guests.			
<p><b>RENTAL PAYMENT IS DUE <u>7 DAYS PRIOR TO EVENT</u></b></p> <p><b><u>NO BALLOONS ALLOWED</u></b></p> <p>Please pick up deposit check after rental. Checks not picked up will be shredded.</p>			

## RENTAL CATEGORIES

### Belle Creek Community Governance and Planning - No rental fee

Homeowners Association, District Meeting, Resident Council, Family Center sponsored event, Home or Apartment Developers meeting

### Belle Creek Community Event - Rental fees in table apply

Belle Creek Resident or Land Owner sponsored event involving a non-profit organization or other activity not related to a private business venture

### Non Belle Creek Event/Commercial Event - Rental fees in table apply

A non Belle Creek resident or organization sponsored event

Belle Creek Charter School - Rates apply based on partner amount agreed upon with the Belle Creek Metro District No. 1



**OFFICIAL USE ONLY**



**Rental Fee**

Hours \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_

**After Hours Rental Fee**

Hours \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_

**Kitchen Fee**

Hours \_\_\_\_\_ Rate \_\_\_\_\_ Total \_\_\_\_\_

**Total Fees** \_\_\_\_\_



**OFFICIAL USE ONLY**



We **DO NOT** accept deposit payments in cash. Rentals will not be considered "booked" without deposit payment. Rentals will only be entered into the calendar when deposit payment is received. Rental dates are first come first serve based on deposit payments.

Deposit by Check or Credit Card      Visa, MC, or Discover

Check/Credit Card # \_\_\_\_\_

Name as it appears on Check/Card \_\_\_\_\_

Expiration Date, 3 Digit CVS \_\_\_\_\_

**ATTACH DEPOSIT CHECK HERE**

**Rental Payment**

**By Check**

Check #, Amount \_\_\_\_\_

Name on Check \_\_\_\_\_

**By Credit Card**

Visa, MC, or Discover

Credit Card # \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiration, CVS, Date \_\_\_\_\_

Staff who received payment and deposit information \_\_\_\_\_

# BELLE CREEK FAMILY CENTER YMCA RENTAL GUIDELINES

- Belle Creek Family Center YMCA sponsored programs and activities have priority of us in the Family Center; therefore constructive nightly, weekly or monthly usage dates may not be available.
- Reservations will not be considered as final until approval is granted and the appropriate down payment has been physically received by the Center Manager. Rentals are approved on a first come first served basis when deposit is received with application. Checks are only accepted from banks where funds are able to be verified. If your bank doesn't verify funds, down payments will only be accepted in the form of credit or debit cards. Checks will not be accepted from Washington Mutual or US Bank.
- The Rental Applicant needs to be at least 18 years of age to reserve a room and 21 if alcohol is to be served. A copy of Applicant's driver's license is needed to reserve a room.
- Any vendors (DJs, band, Table/Chair Rental Companies, Catering Companies, etc.) who will be in the building during the rental need to provide the Family Center proof of insurance listing the "YMCA" as additionally insured.
- Rental Fee must be paid **7 DAYS PRIOR** to event.
- Once payment is received NO refund will be granted.
- Following the approval and receipt of the appropriate down payment, a copy of the application will be returned to the applicant. Applicants are required to have in their possession a copy of the approved application during all rentals.
- Facility rental during hours which the Family Center is not normally scheduled to be open requires paying for an extra hourly fee of \$15 per hour for resident and \$25 for non residents for rentals on Family Center Holidays. The number of staff monitors scheduled is 1 per 50 guests. After hours rentals are subject to staff availability.
- All facility users will furnish their own equipment and materials unless specifically designated on the "Rental Application"
- The Belle Creek Family Center YMCA will not be responsible for lost or stolen articles during the time of use by any individual, group or organization.
- All decorations or equipment must be taken down immediately following rental.
- The area(s) designated on the Rental Application will be the only area(s) which will be utilized.
- All set up, tear down, and clean up is the responsibility of the group or organization unless the group has paid the set up/tear down fee (see Rental Rates). Please ask the monitor on duty to provide you with the necessary supplies required to clean room to condition prior to rental.
- Requests for the Kitchen must be noted on the Rental Application.
- Your rental time frame must include any time required to set up and clean up, unless your group or organization has paid the set up/tear down fee. You will be required to pay for the room for the time frames that the room was rented for. If your party ends early, you will still be required to pay for the time it was originally scheduled. If your party ends later than originally scheduled you will be required to pay for the additional time.
- Adult supervision of children is required at all times.
- Parking needs to happen in the parking lot on the South side of the building. Street parkers will be subject to towing at the owner's expense per Commerce City Law.

- The exterior of the Family Center must be picked up of littering that happens during rental
- Rentals can go no later than 11:00pm. Music should never be heard beyond the street and should not be heard outside the Family Center at all after 10:00pm
- Rental party must complete the room checklist prior to having the room checked by the Family Center employee
- **No balloons will be allowed into the facility**
- A damage deposit will be applied to each room. The deposit will be held until the management staff checks that both inside and outside grounds were left appropriately. If not Applicant will forfeit rental deposit.
- Violation of any city ordinances include: parking, open container, noise, disorderly conduct, or loitering by rental attendees constitutes a forfeit of the rental deposit.

### **Cancellation Policy**

Renters have 1 week from the rental date to cancel rentals.  
Any rentals cancelled after that 1 week period will forfeit deposit.

The signer of the application shall be considered the legal agent for compliance with all conditions for the use of the facility. By my signature below, I hereby swear to have read and understand the Belle Creek Family Center YMCA rental application policies.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# BEER AND WINE POLICY

The Belle Creek Family Center YMCA allows beer and wine on the premises with the prior approval of the Family Center Manager for a room rental only. Beer and wine must stay in the rented room. It is not permitted on any other Family Center premises either interior or exterior. Beer and wine cannot be sold in the Belle Creek Family Center YMCA and cannot be provided to minors. In the event that the party and/or any of its attendees become unruly or appear to be intoxicated, the Family Center staff reserves the right to terminate the party at any point during the rental and contact the Commerce City Police Department if needed.

Rentals serving alcohol are required to hire 1 off duty police officer for every 100 guests. Talk to the Family Center Manager for more information. The service of alcohol may not exceed 4 hours during a single rental event and must end at least 1 hour prior to the end of the rental.

Alcohol to start being served at \_\_\_\_\_ am/pm and end being served at \_\_\_\_\_ am/pm  
**Time frame should not exceed 4 hours**

I acknowledge that I have read and understand the Belle Creek Family Center YMCA beer and wine policy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name







# BELLE CREEK RENTAL CHECK OUT FORM



	YES	NO	ACTION TAKEN
All tape removed from walls			
Floors swept			
Tables wiped off			
Trash emptied			
Chairs cleaned off			
New trash bags placed in containers			
Tables put away			
Chairs put away			
Spills mopped up			
<b>KITCHEN</b>			
Floors swept			
Floors mopped			
Counters wiped off			
Sinks cleaned			
Trash emptied			
All personal items removed from refrigerator			
Oven turned off			
Kitchen door locked			
<b>MISC</b>			
All trash has been placed <u>IN</u> the dumpster			