



FACILITY RENTALS



FACILITY RENTAL GUIDE

We have what you need for your rental needs..

Meeting Rooms • Party Rooms • Multi-Purpose Rooms • Gymnasium

Thank you for choosing the Trails Recreation Center for your rental needs. We have a variety of different rooms available for all your rental needs; Whether you are planning a birthday party or holding a company meetings, we are here to help. Profit and non-profit rates are available.

Full payment must be made with a credit card prior to rental. In the event of damage, loss or additional clean-up, the credit card will be charged additionally to cover costs at the discretion of the Trails Recreation Staff.

Conestoga:

	Non Profit	Profit
Resident:	\$50/hour	\$100/hour
Non-Resident:	\$66/hour	\$132/hour

Gold Rush:

	Non Profit	Profit
Resident:	\$60/hour	\$120/hour
Non-Resident:	\$80/hour	\$160/hour

1/2 Gold Rush:

	Non Profit	Profit
Resident:	\$30/hour	\$60/hour
Non-Resident:	\$40/hour	\$80/hour

1/2 Gymnasium:

	Non Profit	Profit
Resident:	\$60/hour	\$120/hour
Non-Resident:	\$80/hour	\$160/hour

For more information please contact Michelle at 303-269-8404.

continued on
other side



The Trails Recreation Center rents out half of our gymnasium for your team's volley ball or basket ball practices. Days and Times will vary from month to month depending on current program scheduling. For more information on renting the gymnasium please contact Steve Follweiler at 303-269-8408.

Guidelines:

Guidelines apply to any rental space within the Trails Recreation Center.

- Rentals will be available during regular facility business hours only
- Reservations are on a first come, first serve basis, only after District programming has been completed.
- Reservations can be made by telephone or in person at the Trails Recreation Center.
- Reservations will be confirmed when both parties have signed the agreement and payment has been received. No verbal agreements shall be made, nor in any way be binding. Full payment is required when reservation is made. A credit card number is necessary in the event of damage to the room.
- Facilities are designed for their intended use only. Any use beyond implied intended use must be approved by Facility and/or District Manager
- Hours shown on the agreement cover the entire time required for the renter to decorate, set up, conduct the activity/event and clean up after use.
- Groups are required to set up, take down and clean the area after their event. Trails staff will assist you in locating equipment and custodial items for cleaning. Room must be cleaned in a manner which allows it to be ready for the next group.
- Cancellations must be made 48 hours prior to rental date. Renters not canceling within this timeframe will forfeit 50% of their payment.
- Decorations should only be affixed to unpainted steel, brick or glass surfaces. All decorations must be fireproof or of fire retardant materials.
- Alcohol and smoking is prohibited; unusual rowdiness or abuse of persons or property will result in immediate termination of an event.
- Groups will be responsible for the care and removal of their property immediately following the rental. Arapahoe Park and Recreation District and/or Trails Recreation Center are not responsible for materials or equipment left in the rooms and cannot store any group's equipment, supplies or materials.
- Renter and users will be held responsible for any/all damages incurred and for all undue trash pick-up and other clean up following event and caused by use.
- Insurance and security for an event are the responsibility of the renter. Youth groups with participants 17 years and younger must have 1 adult over 21 years of age for every 10 kids in the group. If ratios are not followed the rental will be cancelled.
- Non-profit groups may be asked to show proof of non-profit status such as a 501c3, Articles of Incorporation or a tax exempt certificate.
- The District reserves the right to deny or cancel any function which does not follow established policies, rules and regulations.