# Please Read Carefully Before Signing

**PLEASE NOTE:** Your signature below indicates that you received a copy of this Room Rental Agreement, have read the terms and accept and agree to be bound by them.

Mountain Resource Center welcomes the public use of its meeting facilities in keeping with the MRC’s vision, “Inspiring Hope, Resilience and Independence.”

The rooms available for rental are: **The Tillotson Room - Capacity 130**

# The Kitchen - Separate fee applies

**Application for the use of the meeting room(s), signed by an authorized representative of the requesting organization (the “Applicant”) shall be submitted to the MRC Operations & Program Coordinator at least 2 weeks prior to the date for which use of the meeting room is requested. A refundable deposit of $ \_0\_ is due with this application. An application is approved when signed by the “Operations & Program Coordinator” of MRC. The remainder of the fee is due within 7 days after approval.**

The $ 0 deposit will be forfeited if the reservation is not cancelled at least 48 hours in advance of the time/date of the reservation.

# Meeting Room Priority and Scheduling

Please be advised MRC sponsored events have priority. When scheduling conflicts exist, priority will be given to MRC events.

# Meeting Room Rules and Regulations

All fire and building codes must be followed. Attendance shall not exceed the capacity limits set out above. All meetings must conform to all local, state and federal laws and regulations.

A representative of the applicant, over the age of 18, must be in attendance at the event. The representative is responsible for the conduct of the attendees and for assuring compliance with these Rules and Regulations.

No activity is allowed that creates excessive noise or otherwise disturbs the normal affairs of the MRC. The use of open flames or candles in the meeting room is prohibited.

The electrical capacity of equipment used may not exceed circuit limits. Indicate special electrical requirements on the application.

No object, poster, or writing, etc. may be placed on walls.

Neither the name nor address of MRC may be used as an official address or headquarters of any Applicant.

Copies of all proposed advertising materials shall be provided with this application. No signs may be posted inside or outside the MRC premises without prior permission of the Operations & Programs Coordinator.

# Room Set-Up and Equipment

Room set-up and cleanup is the responsibility of the Applicant. The Applicant must clean up the meeting room and return it to the condition in which it was found. (See attached chart for configuration of the room to be restored.) A charge will be assessed for any special cleaning or repairs made necessary by a group (see attached Schedule of Fees).

* Any Damage to or loss of A/V equipment or MRC property will be assessed at a fee of $100.00 and up.

MRC will not take responsibility for materials left by an Applicant.

# Alcohol & Smoking

**Alcoholic beverages and smoking are prohibited in all MRC facilities and on the premises**, **including the upper and lower parking lots**. The arrangements for food delivery are solely the responsibility of the Applicant. In addition, it is Applicant’s responsibility to handle set up and cleanup of the facilities used, including the kitchen. The non-refundable deposit must be received (once application has been approved) prior to the scheduled meeting/event. Charges will be assessed if room is left in an unsanitary condition. **All trash, garbage and recyclables must be placed in the appropriate containers. If cigarette butts are found on the premises, the applicant will be assessed an additional $25.00 cleaning fee.**

# American Disabilities Act (ADA)

Organizations utilizing the meeting rooms are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.

# Security and Parking

MRC assumes no responsibility for security during meetings/events. There is an upper and lower parking lot. There are two Handicap Parking places and the parking lots are lit at night.

# Cancellations

In order to give all organizations an opportunity to use the MRC facilities, cancellations must be received **48 hours** prior to the scheduled event or program. MRC will not be responsible for any damages or costs resulting from the cancellation of meetings due to the MRC closing for weather or other emergencies. MRC retains the right to cancel a reservation for a meeting room to accommodate operations. If cancellation is necessary, MRC will notify the applicant. MRC reserves the right to revoke permission to use any meeting room to any group or organization which violates or refuses to comply with the Rules and Regulations established for use of the meeting rooms.

# Name of Applicant/Organization: Conifer Rotary Club

Address: \_ PO Box 1430, Conifer

Phone: (303) 882-2072 \_\_ Fax: Email: phd37us@yahoo.com

Purpose of room application: weekly meetings

Name of Applicant’s Representative**: Diana Phelps**

Address: (if different from organization)

Phone: Fax:

Email: phd37us@yahoo.com

**Long Term Agreement: Start Date: January 2023 End Date: December 2023**

# Day(s): Tuesdays

**Time(s):7:30am-9:30am Rental Fee: 0**

**Room Request**: **The Tillotson (130 max) and / or The Kitchen**

Use of kitchen requested? Yes x No

# Anticipated attendance: 25

Applicant’s Designated Responsible Individual to be in attendance at the event:

Name: Diana Phelps Title: President

Phone: (303) 882-2072 Alternative phone:

# ROOM FEES:

* Room Use: (local, non-profit) None (attach proof of 501c3 nonprofit status)
* Room Use: (non-local, local & for profit, non-profit charging fees) $50 (1-4 hours) $100 (4-8 hours)
* Room Use: (Business or Commercial) $150 (1-4 hours) $250 (4-8 hours)
* Kitchen Use: $50.00 non-refundable

# CLEANING FEE: $50.00 – Refundable

**KEY CARD DEPOSIT: $25.00 - Refundable**

Refundable fee of $ 0 due at time of application

It is hereby understood and agreed, if this application is granted, the undersigned Applicant assumes all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use; and for the due observance of all rules and regulations of Mountain Resource Center. The Applicant agrees to indemnify MRC and its employees, staff, volunteers, and directors and to save and hold

the same harmless against all claims, demands, damages, costs, and expenses including reasonable attorneys’ fees, for the defense of any and all claims arising out of Applicant’s use of the MRC facilities.

It is ALSO understood and agreed that Applicant has read the Rules and Regulations governing the rental of the room (s) and that the condition contained therein will be observed. **If applicable, payment must be received promptly once you have received confirmation that your application has been approved.**

Signature of Applicant’s Executive Officer/Representative: Diana Phelps

Date: 12/1/2022

# Return this room rental agreement along with the meeting room application and deposit to:

**Dawn, Operations & Program Coordinator - Mountain Resource Center**

**P.O. Box 425, Conifer, Colorado 80433 Phone: 303-838-7552**

**Fax: 303-816- 9375**

**dawn@mrcco.org**

**CONFIRMATION OF RESERVATION**

# Reservation is hereby approved and confirmed of the space required as indicated above

Authorized Staff Signature: Date:

* Payment of $ has been received. (staff initials) for **Deposit** - Date: \_\_

Cash Check Credit Card

* Payment of $ has been received. (staff initials)for **Balance Due** - Date:

Cash Check Credit Card

* Key Card #: Key Card #:
* Key Card Returned: \_\_ Key Card Returned:

Deposit Refunded: