



DURANGO COMMUNITY RECREATION CENTER RENTAL
PAYMENT REQUIRED AT TIME OF BOOKING

DATE: NAME OF EVENT: CONTACT NAME(S): MAILING ADDRESS: EMAIL: DAYTIME PHONE: CELL PHONE:

ROOMS REQUESTED:

- Windom Community Room, Sunlight Community Room, Eolus Community Room, The Peaks (Windom, Sunlight & Eolus), Warming Kitchen, Twilight Room, Perins Conference Room, Amphitheater, One Gymnasium Court, Two Gymnasium Court, Leisure Pool, Lap Pool, Climbing Wall, Pool Party Area, Other:

Date of Event: Number of Participants: Is this a Non Profit (501(c) 3) Rental: Yes No
Time of Event (Including set up and clean up) Start Time: End Time:
Is this a FREE event? Yes No Is the use of this property for monetary gain? Yes No
Proposed Activity:
Will food be served? Yes No
Will alcohol be served? Yes No Will alcohol be sold? Yes No What type of alcohol?

ROOM SETUP:

(See back for examples & additional information)

- Conference Style, Theater Style, Classroom Style, U-Shape Style, Hollow Square Style, Round Tables Style, TV & DVD Player, HD TV (Additional \$10 per rental. Available in Perins Room only), EyePlay (Additional \$15 per half-hour. Available in Twilight Room only), Sound System (Only available when Windom, Sunlight & Eolus are all rented.), Projector (Additional \$10 per rental), Projector Stand, Projection Screen, Portable Lectern, Dance Floor (Additional \$25 per rental)

CONDITIONS OF THIS RENTAL PERMIT:

- 1. The provisions of City Ordinance section 18-34 shall apply.
2. If any food or merchandise is to be sold, applicant must attach to this permit, thirty (30) days prior to proposed activity, a letter of intent and receive approval as specified in City Ordinances section 18-34.
3. All served Food and Drink must be prepared off site. The Community Room kitchen can only be used for warming food. All caterers must be licensed and must have their license on file with the Durango Community Recreation Center.
4. No stages or platforms are permitted unless approved by City Building and Fire Codes.
5. City Ordinance sections 16-4 prohibits loud noises. A noise ordinance variance must be obtained from the Police Department for use of amplifiers.
6. The provisions of City Ordinance section 4-28 shall apply. It shall be unlawful for any person the ride, lead or drive horses upon this facility.
7. The Durango Community Recreation Center is a non-smoking facility.
8. No Alcohol can be served without proof of special events liability insurance on file with the Durango Community Recreation Center.
9. No rental will be confirmed/reserved without full payment.
10. 10 days cancellation notice must be given on all rentals in order to receive any type of refund.

I, the undersigned, accept responsibility for the above conditions and agree to make restitution for any damage to the facility or City property. I hereby exempt and release the City of Durango, its officers, employees, agents and servants from any and all loss, liability, claims, demands, actions, and causes of actions whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced facility use requested herein.

SIGNATURE DATE:

Staff Contact Information:

Guest Service Staff Durango Community Recreation Center
Phone: 970-375-7300, x.0 2700 Main Ave
Email: RCRR@durangogov.org Durango, CO 81301
Fax: 970-375-7337

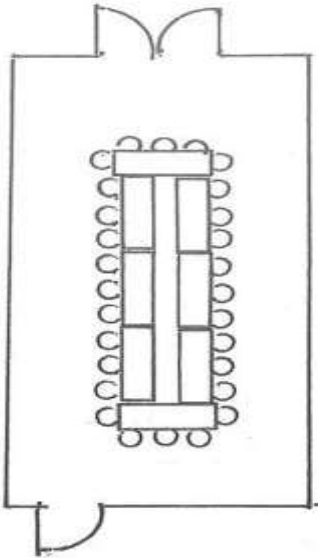
~ ALL REQUESTS MUST BE PAID IN FULL TO ENSURE A RESERVATION ~

Room Rental Set-Ups

Please choose your desired set-up for your event.

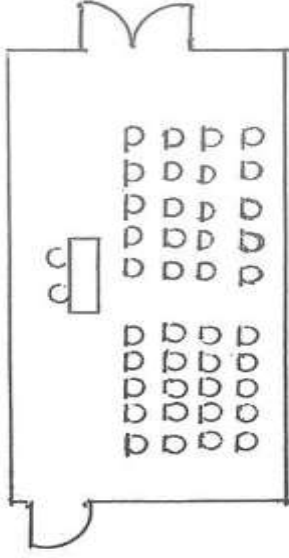
Conference

Maximum 30 chairs/room



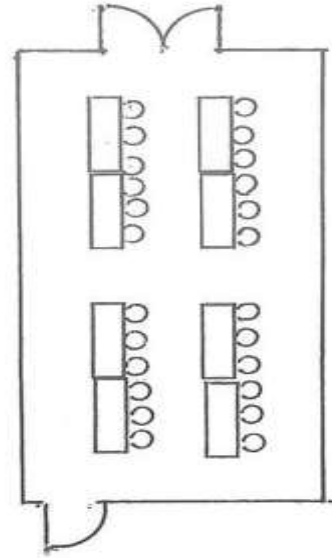
Theater

Maximum 40 chairs/room



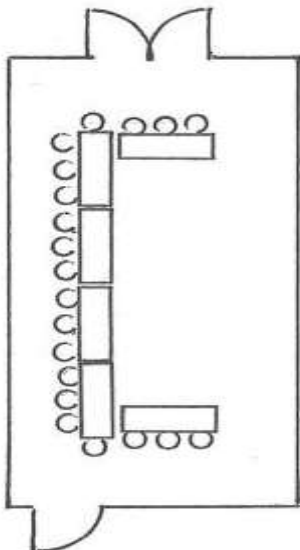
Classroom

Maximum 24 chairs/room



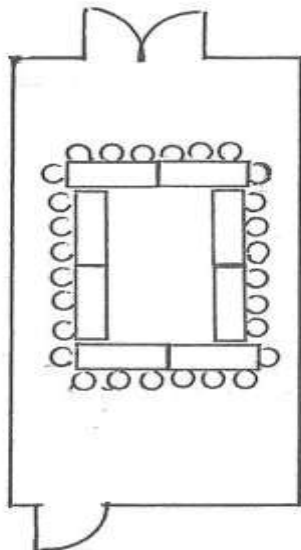
U-Shape

Maximum 30 chairs/room



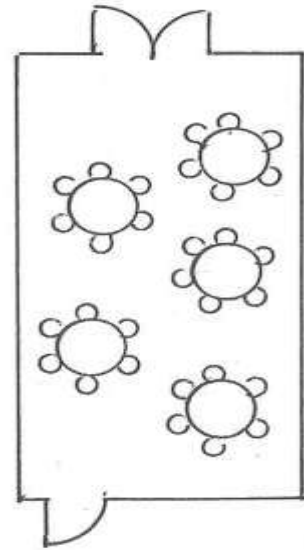
Hollow Square

Maximum 30 chairs/room



Rounds

Maximum 36 chairs/room



Please provide any additional information about your event that would assist us in setting it up for you.

Do you have a unique set-up? A Guest Services staff member would be happy to assist you with your special set-up or request.