

## RENTAL FEES - FORT COLLINS SENIOR CENTER

224-6113 OR 221-6644

ROOM	NON-PROFIT	COMMERCIAL
Activity Room	\$25/hr.	\$40/hr.
Stage	\$25/hr.	\$40/hr.
Multi-Use (each section)	\$40/hr.	\$60/hr.
Multi-Use All - (3 sections) Includes patio/no set-up	\$120/hr.	\$180/hr.
Patio set-up (available with MU-rooms only)	\$55 total	\$60 total
Lounge (no set-up)	\$30/hr.	\$50/hr.
Lounge w/set-up	\$45/hr.	\$60/hr.
Courtyard (1 hr. minimum)	\$100/hr.*	\$100/hr.
* (add a one-time \$100 set-up charge for weddings)		
Gym: Athletic	\$60/hr.	\$100/hr.+direct costs
Non-Athletic (2 hr. minimum)	\$80/hr.	\$120/hr.+direct costs
Swimming Pool (call pool coordinator, 224-6000 ext. 1025)	Call for rates	Call for rates

**Rental Hours:** (pending Adult Programs/Activities)

Monday – Thursday .....6:00 AM – 11:00 PM\*  
 Friday .....6:00 AM – 1:00 AM\*  
 Saturday .....8:00 AM – 1:00 AM\*  
 Sunday .....8:00 AM – 11:00 PM\*

\*\$30.00/hr. additional charge before or after rental hours

**Additional Charges:**

\$30.00 additional charge for set-up changes on the day of the event  
 \$35.00/hr./per person clean-up charge (if applicable)

**Equipment:**

Projection Television - \$30.00  
 TV/VCR - \$15.00  
 Slide Projector - \$15.00  
 Overhead Projector - \$15.00  
 Stage Lights - \$50.00  
 Flip-chart stand with pad - \$12.00

Sound System*	Microphones*	Podium
Folding Lectern	Easel	Chalkboard
Dry-erase Board	Piano*	

\*Denotes a flat fee total of \$15.00

**Assisted listening devices (upon request)**

**ROOM RESERVATIONS WILL BE HELD FOR 7 DAYS PENDING PAYMENT.  
 A \$200.00 DAMAGE DEPOSIT IS REQUIRED FOR ALL SOCIAL EVENTS DUE 14 DAYS  
 PRIOR TO EVENT.**

## FORT COLLINS SENIOR CENTER RENTAL POLICIES

**1200 RAINTREE DRIVE  
FORT COLLINS, COLORADO 80526**

(970)221-6644

The MISSION of the Fort Collins Senior Center is to provide a supportive setting for socialization and companionship; to provide educational and recreational programs that ensure meaningful use of leisure time; to promote health and wellness and encourage active lifestyles; to provide information and referral and to support older adults and older adults service providers.

Amenities at this 40,000-square-foot facility include a library/media center, 4-lane lap pool, spa, gymnasium, locker rooms, administrative offices, billiards room, arts and crafts area, studio, activity room, and a multi-use room with a stage and full-use kitchen.

Space is available to the public for rent at this facility.

### I. PURPOSE OF DOCUMENT

To establish guidelines for the use of rooms in the Senior Center. Recreation facilities are owned by the City of Fort Collins and managed by the Recreation Division of Cultural, Library and Recreational Services.

### II. PRIORITY OF USE

A. First Priority: Programs and activities initiated, sponsored or co-sponsored by the Fort Collins Recreation Division. B. Second Priority: Community, and other not-for-profit groups. C. Third Priority: Commercial for-profit groups or individuals.

All priorities are based on a first-come, first-serve basis.

### III. LIMITATIONS ON FACILITY USE

A. No facility shall be used to advocate social or political change by violence.

B. No use of facilities will be allowed if such use would interfere with City operations or with other scheduled or customary uses of the facility.

C. Alcoholic beverages are allowed in accordance with the regulations of the facility.

D. No smoking or illegal drugs are allowed in the facility.

E. A City representative shall be entitled to be present in the room or facility during all times it is being used.

#### IV. PROCEDURE FOR OBTAINING ROOM USE

A. All persons or organizations desiring use/rental of a room at the Fort Collins Senior Center must contact the Facilities Scheduler for availability.

B. **Confirmation and Payments.** Payment and contracts must be received in our office within seven (7) days of booking, unless alternate arrangements are made. Payments may be made by cash, check, money order, Discover, Visa or MasterCard. Checks are to be made payable to Fort Collins Senior Center. **Reservations are not confirmed until the Rental Contract is signed and room rental fee is paid in full.** Damage Deposit and all other fees are due at least 14 days prior to the event.

C. **Damage Deposit.** The manager of the facility reserves the right to require a damage deposit for the protection of the facility and its grounds. The user shall be responsible for any damage to the facility and its grounds beyond ordinary wear and tear and will be billed for any such damage. Determination of the amount of such damage shall be within the sole jurisdiction of the Recreation Division, and payment for such damage shall be deducted from the damage deposit with the balance due within 7 days following the event.

#### D. Cancellation.

**Private Party/Special Event Users:** Any user canceling an event more than 180 days prior to the event will be entitled to a refund of one-half of fees paid. Any User canceling less than 150 days prior to the event will not be entitled to a refund.

**Meeting/Seminar Users:** Any user canceling an event more than 45 days prior to the event will be entitled to a refund of all fees paid. Any user canceling more than 7 days before, but less than 45 days prior to the event, will be entitled to a refund of one-half of fees paid. Any user canceling an event less than 7 days prior to the event will not be entitled to a refund.

#### Exceptions to cancellation fees:

\* Snow storms, if event is rescheduled

E. **All rentals are subject to a minimum one-hour charge.**

F. **The City's Right to Cancel.** In the event of mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by the Recreation Division impossible or impractical, this agreement shall be terminated or suspended at the City's option, and the user waives any claim for damage or compensation should this agreement be terminated.

G. **Right to Reschedule.** The Recreation Division reserves the right, in its discretion, to reschedule any use or portion thereof if the user is given notice of rescheduling at least 14 days prior to usage.

H. **Security personnel** may be required at events where the Senior Center determines, in its discretion, that security is needed to reduce the risk of damage to the facility. Arrangements for security will be made by the Senior Center. The cost of the security service will be paid by the User.

## V. AREAS AVAILABLE FOR USE:

<u>Area:</u>	<u>Room Size:</u>	<u>Maximum Capacity:</u>
Multi-Use Room 1	29 x 58'	100 *
Multi-Use Room 2	29 x 58'	100 *
Multi-Use Room 3	29 x 58'	80 *
Multi-Use Room/All (includes stage apron)	87 x 58'	300 *
Stage	20 x 30'	20
Kitchen	19 x 30'	--
Wet Crafts	20 x 28'	20
Activity Room 1	19 x 27'	20
Activity Room 2	19 x 27'	20
Activity Room 3	19 x 30'	20
Library	16 x 19'	20
Lounge	29 x 43'	100
Gym	48 x 72'	70
Gym 2	48 x 72'	70
Gym/All	96 x 72'	140
Courtyard	20 x 45'	50
Swimming Pool (4 lanes w/ramp)	32 x 75'	175

\* Sit down setups.

Theatre seating or stand-up capacity - approximately 100 each Multi-Use room.

## VI. FACILITY USE REGULATIONS

- A. User(s) of the facility are responsible for clean-up after their use. Food is thrown away immediately.
- B. User(s) will be charged for any damage incurred during their use of an area.
- C. User(s) must confine their activities to the designated area. The signee of the rental contract is responsible for the group.
- D. A Recreation Division employee will open, supervise and close all facilities.
- E. The City, at its discretion, will remove any items left behind by any user group. Such property not claimed within five days can be retained or disposed of by the City in any manner deemed appropriate.
- F. The Recreation Division reserves the right to remove from the premises any objectionable person or persons.

## **G. Decorations:**

**Walls:** In rooms where walls are painted, you may use only mounting clay. If hanging objects higher than arm's length, a step ladder is available; please request in advance. In the Multi-use rooms where walls are carpeted, objects can be attached with thumbtacks, t-pins, staples or velcro.

**Ceilings:** User groups may not attach any items to the ceilings due to the complexity of the ceiling tiles lights and sprinkler system.

**Open Flame:** Due to fire hazards, all open flames (table candles, etc.) must be enclosed.

**Fire Exits:** No fire exit may be blocked by any decoration, table, platform, etc.

**Balloons:** Balloons may be floated from the ceiling. However, all balloons and ribbon/string must be removed at the end of the event.

**Confetti:** Confetti is strongly discouraged, but may be used on table tops only. Confetti left on linens and/or floor areas will result in a minimum \$25.00 clean-up fee.

**Birdseed/Rice:** Rice may **NOT** be thrown in or around the facility; however, birdseed may be used outside only.

**All decorations and mounting materials must be removed in entirety at the end of the usage of the facility. Mounting materials which would harm the facility are not allowed.**

## **VII. EQUIPMENT USE REGULATIONS**

A. All building users will furnish their own equipment and materials unless items are specifically requested at time of application and are available from the City.

B. Equipment that is not turned in or that is turned in damaged will be charged to the person who checked it out.

C. All equipment must be checked out and in through the building attendant on duty.

D. No apparatus, furniture, or equipment is to be moved into the facility without approval in advance. (See VI., E.) These items must be removed promptly after use.

E. Phone use is for emergencies only.

## **IMPORTANT: To access 911**

- 1. Lift receiver (you should hear a dial tone)**
- 2. Press the button labeled 911**

**KITCHEN USAGE FEES**  
Fort Collins Senior Center

**KITCHEN FEES:**

**Option I:** Counter space, rolling carts, ice machine ... No fee

**Option II:** Refrigerator, stove, food preparation space, rolling carts, ice machine, coffee maker:  
(Note: User supplies coffee - Facility Attendant will instruct you on how to brew)

Refrigerator compartments for groups:

Up to 99...\$25.00 (1)                      100-199...\$50.00 (2)                      200+...\$75.00 (3)

**Option III:** Includes items in Option I & II plus items below by count and dishwasher:

**BREAKFAST/LUNCH/DINNER:** (Per person - (One) dinner plate, cake plate, cup, saucer, dinner fork, knife and teaspoon. Two salad forks and (two)glasses.

Under 25 ...\$ 30.00	50-99.....\$60.00	150-199.....\$120.00	250-299..... \$180.00
25-49 .....\$ 40.00	100-149....\$90.00	200-249.....\$150.00	300-349.....\$210.00

**HORS D'OEUVRES:** (Per person - (One) dinner plate, cup, saucer, fork, teaspoon and glass.

Under 25 ...\$22.50	50-99.....\$45.00	150-199.....\$90.00	250-299.....\$135.00
25-49 .....\$30.00	100-149...\$67.50	200-249.....\$112.50	300-349.....\$157.50

**ADDITIONAL ITEMS FOR RENT:**

Punch bowl w/ladle ..... \$ 6.00	Water carafe ...\$.50	. Bud vase.....\$.35
Coffeemaker & pots ..... \$10.00	Salt & Peppers ...\$.50/set	Cut crystal votive...\$.50
Chaffer w/sterno ..... \$18.00		Clear cylinder.....\$1.00
Steam Table ..... \$15.00		Hurricane lamp....\$1.00
Additional china, glassware or flatware . . \$.20 per item		Rose bowl .....\$.50

**EXISTING INVENTORY INCLUDES** (availability limited to inventory count):

- Water pitchers
- Bussing cart
- Rolling carts
- Convection ovens (2)
- Gas range/oven (no grease cooking allowed)
- Coffee maker/filters (user to provide own coffee & Facility Attendant will instruct on how to brew coffee)
- Can opener
- Trash cans and liners (see Caterer's Responsibilities)

**ADDITIONAL CHARGES:**

- A. Broken or lost china, glassware, flatware and equipment.
- B. Clean-up by Fort Collins Senior Center staff will result in a \$35.00 per hour charge per person.

CATERING POLICIES AND RESPONSIBILITIES  
Fort Collins Senior Center

1. **Fourteen (14) days prior to event:**

COMMERCIAL: Provide a copy of current catering food service license to the Senior Center for file. (Failure to provide a copy of a current license will result in non-use of the Senior Center.)

Complete inventory request form with **Facility Scheduler**.

2. No grease cooking allowed.
3. No smoking or illegal drugs are allowed in the facility.
4. Alcoholic beverages are allowed only in accordance with the regulations of the facility. **Champagne toasts need to be approved and dispensed by our licensed alcohol vender.**
5. China, glassware, flatware, linen napkins and miscellaneous items requested will be in the kitchen. It is the **Caterer's/User's responsibility for placement/set-up of all items.**
6. Caterer/User must bus all tables within **one hour** after the meal, or a \$35 charge will be assessed. Instructions on bussing will be given by the Facility Attendant.
7. Scrape all dishes in the large trash cans and stack all dishes and place next to dishwashing machine. **Caterer/User is responsible for their pots, pans and all miscellaneous items.** The Senior Center dishwasher is responsible for washing china, flatware and glassware only.
8. All ice must be dumped in slop sink in the kitchen - no ice may be dumped outside the building.
9. Clean all floors, counters, table tops, ovens, stoves, refrigerator and sinks.
10. Trash from cans in kitchen must be placed in trash receptacle located outside the kitchen area.

**Note:** Trash not placed in the appropriate receptacle is subject to a \$25.00 charge.

11. **Caterer must check-out with a Senior Center Building Attendant before departure.**

**Note:** Failure to leave the premises in a clean and sanitary condition will result in a clean-up fee of \$35.00 per hour/per person.

**Caterer/User will provide serving utensils/equipment and all other items not listed on inventory sheet. Other items may include cleaning supplies, paper products, hot pads, dish towels, matches, scissors, tape, extension cords, etc.**

**Left-over food and all personal items must be removed immediately following the event.**

## LINEN SERVICE

### Fort Collins Senior Center

#### Table Linen to Fit:

\*Banquets and/or rounds .....\$3.25

\*Cards .....\$2.00

\*Note: Available in color (see napkin selection)

Skirting .....\$3.50 each section (Available only in White)

Napkins/White .....\$ .15 each

Napkins/Colored .....\$ .20 each

Napkin colors (limited to availability):

\*Black

\*Burgundy

\*Cadet Blue

Dusty Rose

\*Evergreen

\*Ivory

Gray

Gold

\*Navy Blue

Pink

Plum

Raspberry

\*Red

Tan

Teal

**NOTE:** Missing and/or damaged linens, napkins and skirts will be billed to the user at the following prices:

white napkins	\$2.50
colored napkins	\$3.50
card table linen	\$5.00
85" (for round tables)	\$10.00
banquet table linen	\$15.00
skirting	\$140.00 per skirt

**Fort Collins Senior Center**

Let us do the work for you .....

**BEVERAGES**

**Coffee:**

Regular and decaf.

Includes sugar, Sweet-n-Low, creamer, stir stix, cups and napkins

\$5.50 per pot (6 to 8 servings)

**Hot tea:**

Regular and herbal

Includes sugar, Sweet-n-Low, creamer, stir stix, cups and napkins

\$.30 per serving

**Ice water:**

Complimentary service upon request

**48 hour notice required for items listed above**

BOTTOM'S UP BAR SERVICE  
Fort Collins Senior Center- Kevin & Kim Wilcox  
Phone - 970-226-5535 Email – [wilcoxinc@yahoo.com](mailto:wilcoxinc@yahoo.com)

Bar Service Price List

**Beer**

**By the Keg**

(16 gal. = 170 12 oz. Glasses)

Domestic:

8 Gallon.....\$100.00

16 Gallon.....\$190.00

Micro-Brew:

8 Gallon.....\$110.00

16 Gallon.....\$215.00

**By the Bottle**

Domestic .....\$3.00

Imports/Micros.....\$3.50

Non-Alcoholic.....\$2.50

**Wine and Champagne**

**Wine**

(1.5 Liter Bottle = 10-12 Glasses)

House Wine: Sutterhome

(Chardonnay, White Zinfandel, Merlot, Cabernet)

By the Glass.....\$3.50

By the Bottle.....\$30.00

Box Wine .....\$60.00/5.0 ltr.

Special Requests.....Negotiable

**Champagne**

(Bottle = 5-6 Glasses)

Economy (low).....\$10.00

House (mid).....\$15.00

Premium (high).....\$20.00

**Champagne Punch**

Box Wine.....Negotiable

By the Glass .....\$1.25

By the Gallon .....\$20.00

**Liquor and Beverages**

Well/House Brands ..... \$3.75

Call Brands ..... \$4.25

Premium Brands ..... \$4.75

Soda ..... \$1.00

Juice ..... \$1.50

Fruit Punch (gallon) ..... \$12.00

.....  
**Prices are subject to change without notice.**

- No liquor, sparkling cider or soda may be brought into the Senior Center by the client, the host, their guests, or the caterer. Any outside alcohol or beverages will be removed.
- Bottom's Up Bar Service will determine the number of bartenders required at each event.
- A minimum of \$150.00 in sales is required for an event of 3 hours or more.
- Plastic ware is used unless glassware is requested. Glasses rent ~\$.45 each - 2 glasses per guest.
- An 18% Service Charge will be applied to all special orders and hosted bars. A tip jar will be acceptable at every function or a surcharge may apply.
- Hosts are responsible for the actions of their guests during function time.
- **State Liquor Laws state that no liquor (whole or part) may leave event premises.**
- **Legal age to consume alcohol is 21. Bartenders are required to request a picture ID, and retain the right to refuse service to anyone for any reason.**

## CATERERS

The following is a partial list of caterers and their phone numbers who have catered events at the Fort Collins Senior Center.

**Remember, you may use any licensed caterer.**

**Your caterer must contact us for details a minimum of two weeks prior to your event.**

Ala Carte	970-224-5880
Albert Pit Barbecue	970-213-7427
All Occasions	970-224-5643
Babette's Feast	970-223-0172
Behind the Scenes	970-229-9183
Blue Iris Catering	970-691-0373
Boston Market	866-977-9090 (catering hotline)
Canino's Italian	970-493-7205
Catering to You by James	970-593-1606
Fiona's	970-482-2219
Greens Point Catering	303-772-2247
Jason's Deli	970-204-9203
Johnny Carino's Italian	970-223-9455
Michael's Plum	970-416-6335
The Rainbow	970-221-2664