



Room D/E sample setup



Gym sample setup



Room A sample setup

Other City of Longmont
facilities available for use:

Izaak Walton	303-651-8404
Library	303-651-8795
Museum	303-651-8373
Park Shelters	303-651-8404
Roosevelt Park Pavillion	303-651-8404
Recreation Center	303-774-4800
St. Vrain Memorial Building	303-651-8404
Willow Farm Barn	303-651-8404
Callahan House	303-776-5191

For more information visit:

www.ci.longmont.co.us/rental_facilities.htm



**910 Longs Peak Ave.
Longmont, CO 80501**

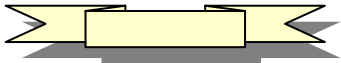
Call 303-651-8412

to reserve a room

or for more information.



The Longmont Senior Center has over 20,000 square feet and contains several rooms that vary in size from a small classroom for 20 people to a combined Gym and Dining space that can accommodate 250 people. Weddings, anniversaries, birthday parties, meetings and special events of all kinds may be accommodated.



Fee Related:

- Minimum charge of two (2) hours is required.
- Non-profit organizations are eligible for reduced rate.
- Event charges begin when you or one of your party is admitted to the building. Event charges end when you have removed all items and all guests have left the building.
- A deposit of 50% of the proposed rental is required at the time the agreement is signed.

Amenities:

- Renters have access to various equipment (PA System, TVs, VCRs, etc.).
- Access to small kitchen is available with rental of Gym or Dining Room.

Music:

- Music must stop and guests must be out of the facility by 10:00 p.m. weekdays and 11:00p.m. on weekends.
- A DJ or Band is limited to two (2) small speakers no more than three feet high and less than 55 decibels.

Food Related:

- Renters are welcome to bring their own food and are responsible for removing whatever they bring in.

Restrictions:

- Events by individuals or groups who charge a fee or sell a product during the event or as a result of the rental are not allowed.
- Occupancy varies with lecture-style setup versus table-and-chairs setup.
- Smoking is not allowed.
- Alcohol is not allowed in the facility, parking lot or in Roosevelt Park.
- Rooms are available evenings and weekends.
- Parties are limited to 4 hours if over 125 people.

Fees for 2010

<u>Approximate # of People</u>	<u>Cost (per hour)</u>	<u>Room</u>
14	\$30	G
15 - 20	\$35	B
30 - 50	\$45	A or D or E
25 - 40	\$45	F
60 - 80	\$60	D and E
64 - 80	\$65	Dining
200	\$75	Gym
250	\$125	Gym and



Dining room sample setup

Longmont Senior Center
Rules and Regulations

Exhibit A

As part of the Short Term Facility Use License, there are rules and regulations that must be followed in order to occupy the building on a short-term basis.

- **NO ALCOHOL ON THE PREMISES, PARKING LOT or ON THE GROUNDS.** This is strictly enforced and monitored. Violations by you or your guests during a function may result in termination of the agreement and you will be asked to leave immediately.
- **NO COLORED PUNCH:** Red, Orange or Purple in any room that is carpeted.
- **CANCELLATIONS:** If the Senior Center receives a cancellation in writing within four or more days prior to scheduled use, the City will refund the deposit minus a \$5.00 processing charge. Otherwise, the Licensee forfeits the deposit.
- **DECORATING THE FACILITY:** Neither candles nor propane may be used in the building. *Only* scotch or painting (blue) tape is allowed for decorating the walls and/or ceiling. All decorations must be removed at the end of the event.
- **EQUIPMENT:** The following equipment is available for your event at no charge (if available and requested ahead of time) – TV; VCR; microphones, public address system; overhead projector; projector cart; screen; stereo with cassette, phone, radio and single CD player; slide projector; dry erase boards; LCD and laptop; and easels.
- **FEES & SALES:** Events by individuals or groups who charge a fee to guests will not be allowed. Also, events by individuals or groups who sell products at or during event will not be allowed.
- **THE LITTLE KITCHEN** is available to support activities in other rooms. You must specify the need for the little kitchen or any of its equipment (i.e., coffee pot, microwave, etc.) on your license agreement. The little kitchen is free to events held in the building. At times, different renters may share this space.
- **MUSIC:** A DJ or band is limited to two (2) small speakers no more than 3’ high and less than 55 decibels. MUSIC MUST END AT 10:00PM.
- **OCCUPANCY & HOURS LIMITS:** Events of more than 125 people are limited to four (4) hours. Some exceptions are allowed, depending on the nature of the event. All events must end by 10:00PM. Maximum capacity of the Gymnasium and Dining Room combined is 250 persons (a child is considered a person). If event exceeds 250 people, it will be shut down.
- **RENTAL PERIOD:** The Short Term Facility Use License requires a two-hour minimum event. Your License period begins when you or one of your party is admitted to the building by the Building Supervisor. The period ends when you have removed all your items and guests.
- **SPACE SET-UP:** The Division of Senior Services is responsible for the set-up of chairs and tables, but you must provide us with your plans for this set-up at least one week before your event. We prefer to have your plan one month before your event. Our License contains a page for your set-up specifications and a sketch. Sketches of set-up arrangements which have worked well in the past are available for your consideration.
- **NO SMOKING:** SMOKING IS NOT PERMITTED IN ANY CITY OF LONGMONT FACILITY, including the Longmont Senior Center.

Renter Signature

Date