

HIGH PLAINS ENVIRONMENTAL CENTER

EVENT & RENTAL AGREEMENT

2698 Bluestem Willow Drive, Loveland, CO 80538



High Plains Environmental Center warmly welcomes all individuals and couples of any age, race, ethnicity, cultural background, physical or developmental ability, national origin, sexual orientation, socio-economic status, religious or spiritual affiliation, and gender identity or expression.

High Plains Environmental Center is available for community or business-related retreats and neighborhood club meetings. This building houses office space, and the normal hours of operation vary depending on the time of year. Typical hours are Monday-Friday 9-4. **The legal capacity is 35 people.**

Renter/Business Name: _____

Event Title: _____

Contact Name: _____

Address: _____

Phone Number: _____ Cell: _____ Email: _____

Dates & Time of Use: _____

Number of Expected Participants: _____

Event Description & Type of Use:

Group Type	Meeting (up to 2 hours)	Half Day (2-4 hours)	¾ Day (4-6 hours)	Full Day (6-8 Hours)	Security Deposit (fully refundable)
Nonprofit Organizations	\$25	\$75	\$125	\$200	\$75
Other Individuals/Corporate	\$50	\$125	\$200	\$300	\$75

The security Deposit is Fully Refundable and will only be used towards damages or cleanup costs incurred during the use of HPEC's Visitor Center.

High Plains Environmental Center Event Services Contract

1. HPEC will provide **some** Outreach/Marketing assistance in the form of:
 - a. Creating a Facebook Event & posting on Social Media Channels when it aligns with HPEC's outreach schedule.
 - b. Inclusion of event in HPEC's Monthly E-Newsletter and in the Events section and calendar on HPEC's website.
 - c. Sharing/disseminating your Flyers or other promotional materials to our community and visitors.

If you need further marketing services, there will be an additional charge dependent on services rendered (please check all that apply):

- \$20/hr Outreach/ Promotional Materials Design (i.e. Flyers)
- \$40 Eventbrite Ticketing Services (includes creation of event page, managing invite list, & contact with attendees)
- \$100 Total Event Coordination (Materials Design + Eventbrite services + room setup & breakdown + coordinating Logistics Day-Of event + post- event cleanup)

2. HPEC will add an additional 10% Donation Fee to all ticketed events (*i.e. if the event costs \$20 to attend, the total ticket cost will be \$22 + any ticketing service fees that may apply*).

3. If renting, the renter agrees to adhere to all Rental Conditions listed below, and to reach out immediately with any questions, issues, or emergencies:

High Plains Environmental Center Rental Conditions

The High Plains Environmental Center (HPEC) hereby grants permission for the user named above to use HPEC for the event and type of use set forth above, during the hours set forth above. User agrees to comply with the following, which are conditions of such permission:

1. Deposits: A security deposit fee will be collected prior to rental and returned upon inspection of the building for damage or debris.
2. Noise shall remain at a level that does not disturb nearby residents.
3. No damage shall be caused to furniture, fixtures, walls, floors, windows or any other structures inside the building.
 - a. Do not hang anything on the walls without ADVANCED PERMISSION.
 - b. If you are using our tables for eating, arts & crafts, or another activity that may stain, crack, scratch, or in any way alter their current condition, please bring a cover for the tables. Please inquire if you would like us to provide a cover for you.
4. All trash and debris associated with the event shall be cleaned up and removed by user after the event.
 - a. Cleaning supplies will be left out at the convenience of the renter. These include a broom & dustpan, mop & bucket, rags, paper towels, all-purpose cleaner, and gloves.

- b. Cleaning costs for dirt and debris left by the renter will be subtracted from the security deposit.
5. Do not walk through or attempt to alter plant beds, landscaping installations, gardens, greenhouses, or any other plant life around the building.
6. Use of the lakes for any purpose is PROHIBITED without advanced discussion and approval on a case-by-case basis.
7. The staff area and the kitchen are NOT for public use. The kitchen may be used with advanced notice.
8. The use of alcohol on the property is PROHIBITED, unless approved in advance.
9. Books are to stay in the library and returned to the shelves once the event has finished. If you would like to check out a book please visit HPEC during normal business hours (Monday-Saturday, 9-4).
10. Animals (Turtle & Fish) in the main room are NOT to be fed, held, or have their cage/tank opened.
11. Please return the Children's Area to its original state if it has been used, including organized piles of paper activities, crayons in the bin, water cups emptied, and benches pushed in.
12. *The user named above hereby releases and agrees to indemnify, defend and hold the HPEC and its personnel (director, officers, employees and agents) harmless from and against any claims, liabilities, causes of action, costs and expenses of any kind (including legal fees) incurred or asserted against the indemnified parties arising out of or related to the event or the use of the facility hereunder regardless of any alleged negligence by the indemnified parties.*

HPEC Rental Procedures

General Information

Wifi Name: Highplains-guest **Password:** guestconnect

- Vehicles may be parked in HPEC's parking lot.
- There are 2 bathrooms and a water fountain located to the left when you walk in the main doors.
- If you need to use the TV, it works like a computer. Turn on the TV with the remote and use the mouse and keyboard located on the table underneath the TV. ***If you remove or switch cords, USBs, or discs, please return them exactly how you found them.***

If you have any questions, please call or text the Community Services Coordinator at 970-342-9533.

Opening the Building

- ***Please text or call the Community Services Coordinator at 970-342-9533 when you arrive and BEFORE opening the doors to make sure the alarm is off, and the police aren't called.***
- There is a lockbox located in the raised garden plot next to the main entrance in the front of the building (to your left when facing the entrance)
 - Use code 3715 to open
 - Keep this key in your pocket so you do not lose it
- Use the key to unlock the main entrance
- With the Allen wrench (located near the Open/Closed laminated sign), you can unlock both glass doors at the main entrance (West side)
 - Push the bar and insert the Allen wrench into the hole. Turn to the right to unlock
 - Do not unlock the other glass doors
 - When locked, you can exit but you cannot enter

Closing the Building

- If you make a mess, please clean it up. This includes the floors and bathrooms.

- Extra trash bags, paper towels, all-purpose cleaner, rags, a broom and a mop are located near the sink in the classroom.
- *Cleaning costs for dirt and debris left by the renter will be subtracted from the security deposit.*
- If the garbage and recycling in the classroom is full when you are done, please empty them outside in the fenced in space on the South side of the building.
- With the Allen wrench, lock the main entrance doors
 - Insert the Allen wrench into the hole. Turn to the left to lock.
- All the lights turn on and off automatically, so please do not turn the lights off when you leave.
- Make sure all inside doors are shut & locked.
- **Text the Community Services Coordinator at 970-342-9533 AFTER you have exited and locked the building so that she can arm the security system.**
- After locking the front door, put the key back in lockbox and scramble the numbers.

By signing below, you acknowledge that you have read and agree to comply with the Event Services, Rental Conditions, and Rental Agreement stipulations provided in this document.

Failure to comply with the abovementioned Rental Conditions will result in the loss of some or all of your security deposit. The Rental Agreement (including all associated amenities) may also be terminated at HPEC’s discretion.

Rental: _____

Security Deposit: _____

Event Services: _____

Total Cost: _____

Renter’s Printed Name

HPEC Staff Printed Name

Renter’s Signature

HPEC Staff Signature

Date: _____

Date: _____