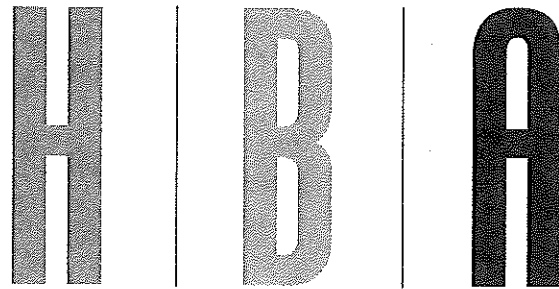


Home Builders Association of Metro Denver

# Facility Rental Agreement

For a better quality of life.



HOME BUILDERS  
ASSOCIATION  
— of —  
METRO DENVER®

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# I. General Information

Home Builders Association of Metro Denver (HBA) will make available selected facilities/meeting rooms for use by the membership and general public for a rental fee. All HBA events, educational programs and/or meetings will have priority to scheduled calendar events and all facility rooms. The use of the facilities area will be available on first come, first serve basis. All HBA members will be able to rent facilities at a determined rental reduction. The facilities will be used in a business type atmosphere.

HBA reserves the right to refuse use or access to any portion of, or all its facilities, and/or equipment to anyone at its discretion. HBA will not discriminate on the basis of race, color, or national origin, disability, sex, sexual orientation or age. HBA has the right to restrict use for any event, program or meeting deemed a conflict with HBA's own events, programs and/or meetings.

HBA has the right to require all events to be catered by an approved list of member caterers provided by the association. Renters may serve alcohol on premise when done so in accordance with all Federal, State and Local laws. Renter shall assume all liability in serving alcohol and provide, at Renter's sole expense, insurance coverage that includes serving alcohol. All alcohol must be provided by the HBA approved caterers with appropriate licensing and must be consumed on the premises. All alcohol services must follow all State and Federal guidelines.

Rental of the facilities will be conducted during normal business hours between 8:00 AM – 5:00 PM, Monday through Friday. Rental of the facility for after hours or weekend events will be approved at the sole discretion of the HBA and will require additional fees and/or security.

# II. Terms and Conditions

1. Rooms available for rent will be limited to the educational room (96+), the 1<sup>st</sup> floor conference room (20+) and the board room (45+). **Renter will pay 50% of the rental fee before event is scheduled.**
2. Scheduling and approval of events will be through the HBA Facilities Director or Calendar Coordinator. Scheduling conflicts will be resolved by the HBA. The Renter must accept the terms and conditions of the rental agreement.
3. Rental charges for HBA members will be reduced by 20 % of total balance of rental. HBA members will have first priority over general public.
4. Renter is responsible for all physical damages that might occur. Renter will be charged a \$250.00 damage deposit for all after hours and weekend events.
5. Renters will have full use of kitchens, bathrooms, patio (Educational room rental only) and balcony (Board room rental only).
6. There is no smoking anywhere in the building.
7. The HBA will supply a list of recommend caterers. No outside caterers will be approved. Renting party may bring in snack type products with approval in advance by the HBA Facility Director. (i.e. Donuts, bagels, fruit, juices and other snack type products)
8. Elevator will not be used to move equipment and supplies for events without prior approval of the HBA.
9. HBA retains the right to require renter to provide security, at renter's expense.
10. Renter may decorate the rooms with the following exceptions. No duct tape, tacks, nails, staples, etc. in walls, doors frames, or window frames. No open flame candles, all candles must be enclosed.

11. Renter will remove all trash, food, drink, equipment, decorations from the premises immediately after event. A cleaning deposit/damage deposit may be required.
12. HBA may require a copy of a "Certificate of Liability Insurance" for extended coverage.
13. Rooms are rented as is. Renter is responsible for setup and take down with proper instruction on special equipment, storage and maintenance. Setup and take down of chairs, tables and equipment must have the approval of the HBA Facilities Director and rental party must return the room, including furniture, to its original position or as designated by the Facilities Director.
14. Renter will be responsible for all service area clean up including all coffee pots and cups. Renter will be responsible for turning off all appliances, lights and locking doors or informing the Facilities Director before leaving the premises.
15. Refrigerators and other appliances are to be used for the event only. Long term storage is not available without prior approval by Facilities Director. Anything left behind will be discarded and user will be charged for removal and cleanup.
16. Events cancelled less than five business days prior to scheduled event may be subject to cancellation fee or loss of deposit. Facilities Director must be notified in writing 5 business days prior to canceled event.
17. Payment of use fees, deposits and other fees must be paid in advance.
18. Renters may be subject to fees for technician to operate audio/visual equipment. After hours and weekend events may be subject to additional fees for staffing by HBA personnel.
19. Exterior Doors may not be blocked open or obstructed during events.
20. Thermostats must remain in present setting and may only be adjusted by Facility Director or other HBA Staff personnel.

## I. Rental Fees

Facilities Fee Chart**	Hourly Rate*
1st Floor Conference Room (Room capacity: 20+ people)	\$35.00
Board Room (Room capacity: 45+ people)	\$55.00
Education Room (Room capacity: 96+ people)	\$90.00
* Two hours minimum with per hour rental fee thereafter.	
**There will be a 25% rental surcharge for after hours or weekend rental. <u>Other fees, including security deposit and additional cleaning fee, may be required.</u>	

<b>Equipment Fee Chart ***</b>	<b>Minimum Fee</b>	<b>Fee Per Unit</b>
Technical setup	\$50.00	Hourly
Coffee setup	\$15.00	\$1.00 per person
Portable A/V setup* (Includes portable projector, lap top, easel w/pad and markers)	\$75.00	Flat Rate
36" TV w/ DVD Player	\$35.00	Flat Rate
Easel w/paper and markers	\$15.00	Flat Rate
Additional parking**	\$175.00	Flat Rate

\* All rooms have projection screens

\*\* Additional off street parking is available. (Required on events over 50 people. Need two weeks notice to schedule)

\*\*\* After hours & weekend events will be charged an additional 50% service charge fee.

