

Rules for Renting the Aspen Park Community Center

General Rules

- Payment can be made by check, cashier's check, money order, electronic payment* or debit / credit card*. Damage deposit holds date. Rental fees due 21 days prior to use date. *Processing fees apply
- **Capacity: Maximum 99 people** by order of the Elk Creek Fire Department.
- Capacity and Kitchen use are subject to change by order of JeffCo Public Health.
- The Community Center is available for rent between the hours of **7am and 10pm**. Your rental time frame or activities must fall within these hours.
- No parking on the sidewalk in front of the center as it is a community trail. Please use the street area in front of the Community Center primarily for loading/ unloading and handicap parking or drop off.
- Encourage your group to park on the side streets of DeBerry or West. Additional parking is also available in the RTD Park and Ride lot accessed from Conifer Rd. There are stairs at the back of the lot to access Sutton Rd in front of the center.
- **No Smoking or vaping** inside the building. There is a coffee can outside for extinguishing cigarettes.
- **Alcohol**. APIA must be made aware of planned alcohol use before your rental use. Depending on your use, Event Insurance May be required for alcohol use. Renter is responsible for ensuring that all persons who drink are of legal drinking age and all state laws are observed. Alcohol must remain inside the Aspen Park Community Center during your event.
- **Fireworks/pyrotechnics are prohibited** inside, outside and/or around the venue and related property.
- **Community Center property/ equipment is not to be removed from the building.** This includes doors, chairs and tables or any item within the center.
- Please wipe down tables after use. Restack tables and chairs where and how they were found.
- **Do not remove any Community Center property from the walls such as pictures, posters, signs, instructions, or display items.**
- In inclement weather, renters are responsible to keep the sidewalk, stairs & ramp clear.
- Please use paper towels (or bring your own rags) to clean spills. The dish towels and sponges provided by the Aspen Park Community Center are to be used for cleaning dishes and wiping down the kitchen counters only. Leave any used dish towels to air dry in the provided bucket so we can wash them.
- Do not allow anyone to sit on the kitchen cupboards. Seams and rivets chip the formica.
- **Do not use push pins, tacks, nails, hooks or duct tape on walls or ceiling.** Use only paint safe tape like painters tape or masking tape.
- **If there is a spill on the wooden floor**, immediately clean your spill with a dry rag then wipe with a barely damp cloth.
- Do not use any products or equipment other than what we supply on the wooden floor.
- **Enjoy our Peace Park but Do Not Disturb or Move Any Rocks, Benches, etc.**

Septic System Care

Our community center is on a septic system. Please help us protect our septic system by following these simple rules during your rental:

- Do not put feminine products (pads, tampons), disposable wipes (baby wipes, clorox wipes, kleenex), diapers, or excessive toilet paper in the toilet.
- Do not pour grease or oil, coffee grounds, or food down the kitchen sink.
- No outside water use, water is for standard kitchen and cleaning use only.

Check-out

The following clean-up is expected before you leave our community center

- Sweep all floors and clean up any spills. If there is a spill on the wooden floor, immediately clean your spill with a dry rag then wipe with a barely damp cloth.
- Vacuum all rugs.
- Vacuum the upholstered benches with vacuum attachment hose attachment.
- Clean both restrooms including toilets.
- Wipe all kitchen countertops, sink, refrigerator, and the kitchen stove (if used).
- Remove all of your food from the refrigerator.
- Remove all decorations you placed.
- If the stove or oven is used, be sure to turn off all burners and clean all surfaces.
- Wash, dry, and put away any community center dishes and utensils that you use during your rental. Leave community center towels and sponges to air dry in the provided bucket.
- Wipe down tables and return all tables and chairs where (and how) they were found.
- Remove all trash, including from the kitchen and bathrooms.
- Lock all doors and windows, including back doors, windows in the kitchen and restroom. The levers on the window locks should be in the down position.
- Complete any additional cleaning/ disinfecting requirements listed in lease addendum.
- Turn the thermostat to 55 degrees.
- Complete any lease addendum requirements.
- Turn off all lights.
- Push Lock Icon on keyless entry pad to lock door, push on door to insure it locks.