

Rental Rates & Requirements:

- Recurring Use Rate \$20/hr
- Minimum Recurring Use Rental Rate requirements:
 - 18 hours of use within 3 months or less.
 - Rental use time must be in full 1-hour increments
- Please include setup and cleanup time in your requested use hours
- No equipment is to be left at the center between uses, we do not have the space to store such items.
- Requirements due at lease signing:
 - Completed and signed contract:
 - \$200 Refundable Damage Deposit (must be a check, no electronic payment for deposits.)
 - One Quarter's (3 months) Rental Fees payment
 - If you are not starting your rental immediately, we may be able to delay your rental payment due date for a short period, inquire if needed.
 - Deposit is refunded within 10 days after use period ends if the center is undamaged and regularly left clean.
- Contracts for First Time Recurring Renters are signed for a 1 Quarter Trial Basis and renewed upon request of the renter and with approval of the APIA board
- After the first quarter of use and upon renewal approval:
 - Rental payments are due either Quarterly or Monthly based on the amount of use
 - Rent is due no later than the 8th day of the month / quarter.
- Rent payment options: Check, Money Order, Credit/Debit Cards*, PayPal*, Venmo*, Apple Pay* and Pay Later*. (*Processing fee applies on all electronic payment)

Recurring Use Program Rules :

To accommodate high demand and serve the community effectively:

- **Fridays** No recurring bookings after 2 PM.
- **Saturdays** No recurring bookings between 10 AM and 6 PM. An *occasional* booking within this time slot may be allowed on a space available basis.
- **Saturdays and Sundays (after 6 PM)** Up to 2 recurring bookings per month in total, on a first-come, first-served basis.
 - Currently, these time slots are already booked.
- **Evening Bookings** Maximum of 2 recurring uses per week per user after 5 PM based on space available (includes weekends and week days).
- **Thursday Evenings** One Thursday evening per month will be available for recurring use on a first-come, first-served basis. No recurring use will be allowed on the other Thursday evenings.

Facility Information:

- Open floor plan with kitchen and two restrooms

- Wheelchair accessible
- Occupancy limit: 99 persons
- Tables and chairs provided (you bring table coverings and disposable items)
- Keyless entry system with door code emailed to you
- Kitchen amenities: microwave, oven & stove, refrigerator
- No WiFi (good cellular signal for creating hotspot)
- Additional amenities available for a fee (digital projector, screen)
- Fireplace currently unavailable
- Outdoor park with picnic tables and Rotary Peace Park on-site
- No parking on sidewalk in front of the center, use for loading or unloading only
 - Parking for those with mobility needs is available across Sutton Rd from the front stairs & ramp; additional parking on side streets and at the RTD Parking Lot with access to Sutton Rd via stairs in the back of the lot.

To reserve:

- Please contact us at AspenParkImprovementAssoc@gmail.com and request a Long Term Use contract.
- If paying by check/money order:
 - Make them out to A.P.I.A.
 - Mail ASAP to our PO Box address listed below
- Electronic payment available for rental fees upon request, a small processing fee applies

Return completed contract & payments promptly!

- Preferably via email as a scanned attachment
- Or use the Secure Dropbox to the right of the Community Center front door
 - Please let us know when you use the dropbox so we can pick it up in a timely fashion.
- **If mailing, send to the PO Box listed below.**
 - We do not get mail at the Community Center!
 - **Mail promptly, we can only hold your requested date(s) for 4 days without a deposit.**

For electronic payment, please request we email you an invoice for payment. Payment must be received within 3 days of invoicing. Include rental date(s) and hours when requesting an invoice.

Refer to Frequently Ask Questions and Rules for Renting PDFs on our website Rental Info page for more information. Contact us via phone, text, or email for any questions.

We look forward to hosting your event at our community center.