



# Town of Milliken

1101 Broad Street \* PO Box 290 \* Milliken, CO 80543  
Phone: 970.587.4331 \* Fax: 970.587.2678

*For Office Use Only*

Deposit Amount: \$ \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

## FACILITY RENTAL APPLICATION

Today's Date \_\_\_\_\_ Rental Date \_\_\_\_\_

Type of Event \_\_\_\_\_ Number in Party \_\_\_\_\_

Responsible Organization \_\_\_\_\_

Responsible Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work / Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

- FACILITY REQUESTED:
- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> P.W. CONF. ROOM | <input type="checkbox"/> KITCHEN    |
| <input type="checkbox"/> COMMUNITY ROOM  | <input type="checkbox"/> SAPPINGTON |
| <input type="checkbox"/> LOLA PARK EAST  | <input type="checkbox"/> AVILA PARK |
| <input type="checkbox"/> LOLA PARK WEST  | <input type="checkbox"/> SKATE PARK |

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

**NOTE: Please include setup and cleanup time in your request. Entering the facility early or vacating late will result in additional charges. Any changes to the above listed times MUST be approved by a representative of the Town of Milliken prior to the event date(s).**

ADDITIONAL INFORMATION (include use of candles, electrical devices, charcoal grills, inflatable objects, etc.) \_\_\_\_\_

*The Town of Milliken reserves the right to refuse use of the facilities for any given event. I have read and understand the Facility Rental & Usage Policies, and agree to follow them.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION IS:  APPROVED  DENIED

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MONITOR ASSIGNED \_\_\_\_\_ CONTACT # \_\_\_\_\_

COPIES SENT TO:  MONITOR  POLICE  PUBLIC WORKS

## FACILITY RENTAL RATES

<b><u>TOWN HALL</u></b>	<b>COMMUNITY ROOM</b>	<b>ACTIVITY ROOM</b>	<b>KITCHEN w/o APPL.</b>	<b>KITCHEN w/ APPL.</b>
RESIDENT	\$35 / Hour	\$25 / Hour	\$10 / Flat	\$15 / Flat
NON-RESIDENT	\$40 / Hour	\$30 / Hour	\$10 / Flat	\$15 / Flat
ORGANIZATION*	\$20 / Hour	\$15 / Hour	\$10 / Flat	\$15 / Flat
PROFIT	\$45 / Hour	\$35 / Hour	\$10 / Flat	\$15 / Flat

**PUBLIC WORKS CONF. ROOM**

RESIDENT	\$15 / Hour
NON-RESIDENT	\$20 / Hour
ORGANIZATION*	\$10 / Hour
PROFIT	\$25 / Hour

**ALL MILLIKEN PARK SHELTERS\*\***

RESIDENT	\$25
NON-RESIDENT	\$30
ORGANIZATION*	\$15
PROFIT	\$35

**User Group Definitions:**

**Resident:** An individual who resides in School District RE-5J

**Non-Resident:** An individual who resides outside of School District RE-5J

**Organization:** Govt. agencies, schools, civic / service / community groups, churches (all 501C3 designated organizations)

**Profit:** All for profit businesses and groups

\* During normal business hours (Monday thru Friday) – NO CHARGE; Charges listed above are for facility use after normal business hours and on weekends.

\*\* Park shelter reservation times are no earlier than ½ hour before sunrise & no later than ½ hour after sunset.

**RENTAL COSTS:**

DATE	FACILITY REQUESTED	UNIT COST	SUBTOTAL
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

**POLICE FEES** – One officer for every 100 people @ \$35.00/hour \$ \_\_\_\_\_

**TOTAL DUE\*\*\*\*** \$ \_\_\_\_\_

**DAMAGE DEPOSIT\*\*\***

Activity Room	\$100	
Community Room	\$200	
Public Works Conf. Room	\$ 50	
Events with Alcohol	\$400	\$ _____

\*\*\* Damage Deposits are refundable (within 30 days of rental date) provided proper cleanup is performed and no damages are sustained according to the Room Condition Sheet. The responsible person and / or organization assumes full responsibility for use of the center and agrees to reimburse the Town of Milliken for any damage or cost of cleaning which exceeds the security deposit.

\*\*\*\* Total rental costs, damage deposit, and Police fees must be paid in full at the time of reservation.



## FACILITY RENTAL POLICY

The purpose of the Town of Milliken Facility Rental Policy is to provide for the usage of all public facilities by individuals or groups and to preserve the public facility for future use.

All information contained in or attached to the Facility Rental Application by the responsible organization and / or person must be true, accurate and completed to the best of their knowledge.

Public facilities may be reserved or rented on a one-time or short-term opportunity. Any extended schedule dates (weekly, monthly, bimonthly, etc.) requires special arrangements and are granted at the discretion of the Town. Whether for short or long term use, all stated rental requirements apply and the usage priority remains in effect.

The Town reserves the right to cancel any agreement as it deems for the good of the community.

The Town reserves the right to change any scheduled event it deems necessary.

All rental fees shall be remitted to the Town. Failure to make payment results in the forfeiture of the deposit and the cancellation of the reservation.

A monitor is required unless it is a Town sponsored event. For all other events, the Town will assign a monitor.

The individuals, groups, or agencies listed below are eligible to use any public area of the Milliken Community Center during regular operating hours on a first come first serve basis, exclusive of kitchen facilities.

Any activities sponsored or co-sponsored by the Town of Milliken and its designated representatives.

All local recognized civic, fraternal, social, educational non-profit groups or agency within the RE-5J School District, as determined by Town staff. Proof of 501C3 exempt status may be required.

Those groups not exempt from rental fees and charges are: individual, groups, or businesses that do not meet the exempt criteria.

# FACILITY USAGE POLICY

## HIGHLIGHTED AREAS PERTAIN TO THE PARKS

1. SMOKING IS PROHIBITED IN ALL TOWN OF MILLIKEN BUILDINGS.
2. During the facility rental period, the event participants shall obey all laws of the State of Colorado and ordinances of the Town of Milliken. They will be responsible that no nuisance, undue noise or disturbance be allowed.
3. Event participants must also understand that if the rules are not followed in accordance with the above mentioned laws and ordinances, the Milliken Police Department may take appropriate legal action, including the issuance of citations and arrest.
4. Abuse of persons or property or unusual rowdiness will result in immediate termination of event / activity. This will be at the discretion of the Milliken Police Department, Town monitor, or Town designated representative.
5. The event must end and all outside doors are to be secured when leaving no later than 11:00pm.
6. All youth group activities must have adult supervision (18 years or older) at all times. Children who attend adult activities must have direct adult supervision at all times. It will be the facility User's responsibility for their behavior and proper supervision. The adult to child ratio shall be 1 adult to 12 children minimum.
7. Tables and chairs are provided at the facility. These tables and chairs may not be removed from the premises for any reason or rented for events at other facilities. If you used the table or chairs they need to be put back where they were found.
8. Neither the Town of Milliken or Employees of the Town can be held responsible for items that are left at the facility by either the User or those attending said event or by persons providing services and equipment for the rental party.
9. Fire regulations- capacity of indoor facilities will not exceed the following limits at any time: 228 persons – Community Room; 115 persons – Activity Room; and 32 persons - Conference Room.
10. No fireworks or open burning, except charcoal grills, shall be allowed at any time. Use of a charcoal grill must be noted on the rental application.
11. Potable water is **NOT** available at the parks. Please make arrangement to bring your own if needed. Taking water from homes surrounding the park without the home owners' permission is theft and will be referred to the Police Department.
12. Before you leave building facilities, be sure all lights are turned off except for one entrance hall light.
13. Damage Deposits- Damage deposits are required and will be refunded within 30 days of the event if no problems occur and the Room Condition Sheet indicates no amount owed. The monitor and User will do a walk through of the facility and complete the Room Condition Sheet together. If alcohol is consumed or served, the damage deposit may be greater than the normal deposits.

14. Kitchen Use:
- A. If you are going to use the kitchen, please have the Town staff review procedure for using stove, vent fan and dishwasher.
  - B. Refrigerator and freezer space is available for use. Other kitchen serving dishes and utensils are not available unless arrangements are made with Town staff. Tablecloths and dishtowels are not available for use and must always be supplied by the User if needed.
  - C. It is the Users responsibility to clean the kitchen after use: refer to the Room Condition Sheet.

15. Decoration Guidelines:

The User may decorate the room(s) or park shelters rented during the time arranged for a "setup" time on the reservation contract. No nails, screws, or objects leaving permanent holes are to be affixed to walls, floors, ceilings, trees, shrubs, playground equipment, beams, or tables. In the building facilities, decorations may be attached to the walls by fun-tac, or a similar item. No tape that will pull off the paint. They are to be removed by the User at the end of the event during allotted clean-up time.

- A. Rice / Confetti - **NO** rice or confetti is to be thrown inside or outside the building. Throwing of either will result in a deduction from the User's security deposit for the cleanup required. Birdseed thrown outside is allowed if not excessive (excessive birdseed would be any amount that birds could not eat and would require clean up.)
- B. Potted Plants / Trees - If such items are to be brought in as part of a User's decorations, a means to protect the floor from sap dripping and/or dirt is required. A deduction will be made from the User's security deposit if extra cleaning time is needed to remove such from a room or floor.
- C. Candle / Flame Restrictions - Any candles used for table centerpieces are to be covered with a hurricane glass. Small votive candles may be used. Greenery may be placed around candles when hurricane lamps are in place, if the candles are to be lighted. No lighted candles are to be passed from hand to hand, unless approval has been given by Town staff, and has been noted on the rental application.
- D. Special Lighting / Electrical – Requests for use of additional lighting or electrical items must be noted on the rental application, and must be approved by Town staff prior to event. Please consult with the Town staff to determine circuit loading requirements, restrictions and any additional fees to be charged by the Town in order to provide the appropriate level of lighting and electrical service per the requested event.
- E. Users are required to take down and remove **ALL** decorations from the facilities, and if need be, put them into trash cans before leaving.

16. No products or objects which spray or project confetti, foam string or substances other than water shall be permitted.

17. Clean-up fees: The Town's existing labor and equipment fees shall apply to any clean-up or repair work required as a result of the rental.
18. Town staff may require additional requirements for certain events. This could include traffic control, security guards, or any other measures deemed necessary to maintain safety in and around the facilities.
19. Any events involving the provision of alcohol in Town-owned structures requires the procurement of security services provided by the Milliken Police Department. Events held on other Town property require prior approval by the Milliken Police Department of security arrangements. Users will need to go through our Police Department for a list of security alternatives. One licensed security officer is required for each 100 persons attending an event at which alcohol is being served. Failure to provide security will result in the forfeiture of the deposit and loss of future use of the facility. Security officers will do the following:
  - A. Control rowdiness and NOISE
  - B. Enforce all rules and regulations pertaining to beer and wine.
  - C. Enforce No-Smoking in building.
  - D. Patrol inside and outside of building.
  - E. Any violation of rules and the responsible party will be contacted.
20. Roadways and alleys in the vicinity of the rented facility will be kept clear of all vehicles, so that emergency vehicles have unobstructed access. Event organizers and facility Users will make prior arrangement for the legal parking of attendees' vehicles.
21. If the event is outdoors, music and noise must be held to an absolute minimum and by 9:00 p.m., the music and noise must be eliminated entirely. Indoor event organizers will ensure that noise and music is minimal and can not be heard by neighbors after 9:00 p.m.
22. Any events held in Town facilities that occur outside of allowed hours of operation, must be approved by the Town Administrator.

I (The User) agree to the terms of the Facility Rental Policy and The Facility Usage Policy.

---

Signature

---

Date

**PLEASE BRING COPY OF RENTAL FORM WHEN ATTENDING YOUR EVENT.**