

Anthology West Clubhouse Facility Use and Regulations

General Information. All Clubhouse reservations will be made and paid for online using the online reservation and payment system. Renters must be 21 years or older to complete the reservation agreement and must be in attendance for the duration of the event.

Commercial activities are not permitted on clubhouse grounds at any time, including but not limited to any for-profit activity, such as selling or promoting services, food, or materials.

The maximum size for any event is 75 people.

Reservation Costs. The reservation time block includes the event itself, as well as time for setup, tear down and clean up. **You may not arrive earlier than your selected time block to set up, nor may you stay after your selected time to tear down and clean up.** Reservations are permitted from 8:00am to 12:00am. All guests and personal belongings must be removed prior to the end of the reservation block.

Damage Deposit. The renter agrees to place a deposit of \$500.00. A hold will be placed on the resident renter's credit card as a damage deposit. Non-residents will be required to pay the damage deposit in full. Any fees for damages or improper cleanup will be charged against the hold. If the deposit is insufficient to pay for the damage and/or clean-up, the renter agrees to pay for any and all additional costs. During the online reservation process, payment must be made by credit/debit card for both the \$500 security deposit and your rental fee. Your reservation is not confirmed until payment is received, and you have received a confirmation email from the booking system. Your \$500 will be refunded to you within 10 business days of your event if the facility is determined to have been left in a satisfactory condition.

Set Up. Furniture is permitted to be moved in preparation for and during the duration of the event. You are not permitted to tack, staple, tape, nail, or use anything that would puncture or damage the walls, to secure decorations or other items. All decorations must be free standing and not supported by windows, doors, or any other interior structure. Throwing of (or any usage of) rice, birdseed or confetti is not permitted. The use of glitter in any form is not permitted and will incur extra cleaning charges.

Amenities. Renters are permitted full use of the furniture provided in the clubhouse and are expected to clean these items after the event. Renters are permitted to use the oven, refrigerator, dishwasher, and cabinets in the kitchen. The fireplace may be used by event guests and must be turned off at the end of the event.

Alcohol. Alcoholic beverages are strictly prohibited at any youth function. The renter agrees to comply with the state and local laws concerning alcoholic consumption and agrees that no alcoholic beverages will be sold on these premises. The reservation host is responsible for providing a designated server over the age of 21.

Smoking. The Clubhouse is a smoke-free facility (all tobacco, marijuana and vape products) and guests wishing to smoke need to do so off of the property.

Tear Down. The renter agrees to leave the clubhouse neat, clean, and any unusual messes will be cleaned up. Anthology West Clubhouse Rental Cleaning & Departure Checklist:

- EMPTY ALL TRASH CANS (KITCHEN AND RESTROOMS)
- REMOVE ALL PERSONAL ITEMS
- REMOVE ALL DECORATIONS
- CLEAN FLOORS
- REMOVE ITEMS FROM KITCHEN AND REFRIDGERATOR
- TURN ALL LIGHTS OFF
- RESET A/C THERMOSTAT TO 75 DEGRESS OR HEAT TO 68 DEGREES
- ENSURE ALL DOORS ARE SECURELY LOCKED
- DISPOSE OF THE GARBAGE (CANNOT BE LEFT AT THE CLUBHOUSE) Trash bins are located at the south end of the parking lot, on the east side of the clubhouse.
- RETURN ALL FURNITURE TO ORIGINAL SETTING
- RETURN KEYS TO LOCKBOX (IF USED)

FAILURE TO RETURN THE CLUBHOUSE TO ITS PRE-RENTAL CONDITION OR COMPLY WITH THE CHECKLIST ABOVE WILL RESULT IN CHARGES OF \$75.00 PER STAFF HOUR

Cancellation. If notification of cancellation occurs before 72 hours of scheduled event time, the renter will be refunded all fees and the full deposit. If cancellation notice is given within 72 hours of the scheduled event time, the renter will forfeit all rental and staff fees.

Limitation of Liability & Indemnification. The clubhouse is equipped with a video security system. The security system can be reviewed by staff at any time to determine adherence to this agreement.

If the renter violates any part of this agreement, the renter agrees to forfeit the entire deposit pending a review by the Board of Directors.

The renter agrees that neither the Metropolitan District, Manager of Metropolitan District, or Front Range Recreation shall be liable or responsible for the care and protection of any quest or their possessions or for any loss or damage thereto, of whatever kind or nature. The renter acknowledges and agrees that neither the Metropolitan District nor Manager shall be liable for injuries to persons or property occurring within the facility.

The renter agrees to indemnify and hold harmless Front Range Recreation, Inc., the Metropolitan District, the Manager, and their officers, directors, agents, employees, contractors, and subcontractors harmless from and against any and all damages, losses, liabilities, claims, costs, and expenses including reasonable attorney's fees, asserted against any of the foregoing by the renter, his or her family, guests, employees, or invites arising in any way

out of use, operation or maintenance of the Clubhouse. This indemnification also shall apply to any damages, losses, reasonable attorneys' fees, asserted by persons who have gained access to the Clubhouse as a result of actions or omissions of the renter.