



Leeper Center Rental Agreement

The Mission of the Leeper Community Center is intended to provide residents and non-profit groups a comfortable place for meetings and social activities; to provide educational and recreational programs that ensure meaningful use of leisure time; to promote health and wellness and encourage active lifestyles; to provide information and referral to support older adults and older adults service providers.

Room	Individual	Non-Profit
Activity Room + Kitchen (west section)	\$25/Hour	\$15/Hour
Deposit	\$100	Waived
(Non-profit groups must show 501(c)3 designation to receive discounted rental fee)		

Leeper Center Address:

3800 WILSON AVENUE
WELLINGTON, CO 80459
970-568-3381

Area: Room Size: Maximum Capacity:

Amenities at this facility include a multi-use room with a full-use kitchen

Activity Room - 1440 square feet - Maximum Occupancy 90

Kitchen - 225 square feet

Rental Hours:

Monday - Thursday

8:00AM - 10:00PM* Cleaned and out by 11pm

Friday

8:00AM - 11:00PM* Cleaned and out by 12am

Saturday

8:00AM - 11:00PM* Cleaned and out by 12am

Sunday

8:00AM - 10:00PM* Cleaned and out by 11pm

(*\$30.00 per additional hr. charge after rental hours)

Supplied Equipment:

Tables / Chairs

Kitchen facility includes use of refrigerator, stove, microwave & sink.

(Coffee pot serving utensils, plates, pots, pans, cups need to be supplied by users)

Limitations on Facility Use:

- No facility shall be used to advocate social or political change by violence.
- No use of facilities will be allowed if such use would interfere with Town operations or with other scheduled or customary uses of the facility.
- No Alcoholic beverages are allowed.
- No smoking or illegal drugs are allowed in the facility.
- A Town representative will have access and may be present in the room or facility at any time the facility is being used.
- Music played inside the facility should not be loud enough to hear outside of the rooms rented.

Services and Supplies Provided by The Town:

The Town will provide and be responsible for reservations and scheduling, issuance of keys and basic cleaning supplies. The Town also inspects the facility for cleanliness and missing items after use. This inspection will determine if the users \$100.00 deposit will be returned.

Confirmation and Payments:

Reservations are on a first come first serve basis and cannot be made until the Rental Contract is signed, and room rental fee and damage/cleaning deposit are paid in full. Payments may be made by cash, check, or money order.
(Checks are to be made payable to Town of Wellington)

Damage/Cleaning Deposit:

The Town of Wellington reserves the right to require a damage /cleaning deposit for the protection of the facility and its grounds. The user shall be responsible for any damage and cleanup of the facility and its grounds beyond ordinary wear and tear and will be billed for any cleanup or damage. Determination of the amount of such damage shall be within the sole jurisdiction of the Town of Wellington, and payment for such damage shall be deducted from the deposit with the balance due within 7 days following the event.

Cancellation:

Any user canceling more than 7 days prior to the event will be entitled to a full refund of fees paid. Any User canceling less than 7 days prior to the event will not be entitled to a refund.
(Exceptions to cancellation fees: Snowstorms, Inclement Weather, Power Failure, Emergency Maintenance)

The Town's Right to Cancel:

In the event of mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by the Town of Wellington impossible or impractical, this agreement shall be terminated or suspended at the Town's option, and the user waives any claim for damage or compensation should this agreement be terminated.

Right to Reschedule:

The Town of Wellington reserves the right, in its discretion, to reschedule any use or portion thereof if the user is given notice of rescheduling at least 14 days prior to usage.

Facility Use Regulations:

User(s) of the facility are responsible for clean-up immediately after their use.

User(s) will be charged for any damage incurred during their use of an area.

The signer of the rental contract is responsible for the group.

Cleaning Check List:

Food is thrown away immediately

Clean Kitchen counters and sink if used

Do not put food down sink drains

Clean Sink Traps - if sinks are used (located under the sink in floor)

Remove all Trash - dumpster is located outside in fenced area north of doors

Floor sweeping in area of use

Floor mopping if necessary, any spills, mud, etc.

Table and chair replacement

Any appliances if used

Bathrooms - trash, counter, sink, floor, toilet, mirror (if necessary)

Parking Lot if necessary - cigarette butts and any trash guests may have left

Rental Keys:

A key must be signed out at Town Hall. A lost key will result in the forfeiture of the damage deposit. The user is responsible for picking up keys during business hours, which are as follows

7:30 am to 5:00 pm Mon – Thur

8:00 am to 12:00 pm Friday

(Town Employees or Officials will not hand out keys after business hours or on weekends)

If the Town Must Take Action to Enforce This Agreement, The User Shall Be Obligated to Pay All Expenses, Costs and Reasonable Attorney's Fees Incurred by The Town of Wellington.

By Signing Below:

The User Has Read and Agrees to Be Bound by All the Provisions Set by The Town of Wellington and its Administration Governing the Use of The Leeper Center Facility.

User agrees that the agreement signed is for the use of the activity center only and will not enter into the Boardroom for any reason.

SIGNATURE OF USER/PERSON RESPONSIBLE FOR AGREEMENT:

X _____

Name: _____

Date of usage: _____

Address: _____

Hours of usage: _____ to _____

Phone: _____

Type of Event: _____

Number of People: _____

Key Pick-up Date: _____

Fees:

_____	_____	_____
Deposit	Rental Fee	Total Paid

Cash : _____

Check # : _____

Signature of Inspector or Town Official: _____ Date: _____

Form of deposit returned: _____ Initials: _____

Keys returned: _____ Initials: _____

Inspection/Notes or Fees charged for Cleaning or Damages: