

The CPHA Community Room is a multi-purpose community & meeting room available to residents of Castle Pines Village. Applications for use are subject to approval by the HA General Manager, and may require a refundable security deposit and/or an hourly rental fee. Please see usage guidelines below for more information.

Location: Castle Pines Homes Association & Emergency Services Office
688 Happy Canyon Road, Castle Rock, CO 80108
303-814-1345
Guest entrance is at the lower level of the building

Maximum Occupancy: 100 people
Event parking is limited to 10 spots during CPHA/ES operating hours (M-F, 7 am - 6 pm)
Please contact the CPHA office for more information on additional parking locations.

Resident/Applicant Name: _____

Resident Address: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Event Name: _____

Est. Attendance: _____

Description of Event (please provide specific details on the nature of the event)

Event Date(s):
(Month) _____ (Day) _____ (Year) _____
(Day) _____
(Day) _____
(Day) _____

Set up time: _____ to _____
Event Start Time: _____
Event End Time: _____
Total Hours: _____
***Room must be vacated by 11 pm**

Will alcoholic beverages be served?

(See insurance requirements below)

**PLEASE READ POLICY BELOW AND
PROVIDE SIGNATURE ON LAST PAGE**

Office Use Only:
Application Submitted: _____
Signed Paperwork Received: _____
Deposit Received: _____
User Fee (\$): _____
Insurance Document: _____
Post Event Room Condition: _____
Deposit Returned _____
Additional Notes: _____

Community Room Use Policy

SUMMARY

This document outlines the policy for use of the Community/Meeting room (facility) at the Homes Association (HA) Office (688 Happy Canyon Road; Castle Rock, CO 80108).

Authorized Users

All Association members, their families and guests are welcome to use the Community/Meeting Room (including the kitchen, restrooms, and patio), subject to and as limited by these rules. Use of the facilities generally does not require identification, but members should properly identify themselves to Management and Emergency Services personnel when requested to do so.

Application for Facility Use

The room reservation application and usage policy statement will be completed, signed and returned to the General Manager of the Castle Pines Homes Association with the appropriate fee and deposit, if applicable. Please contact the HA office to check date availability. The General Manager will verify date and time of availability and grant or deny use. The HA reserves the right to cancel a scheduled meeting; every effort will be made to give at least one week's notice of any cancellation. This does not include weather emergencies.

All applications for facility use will be upon forms provided by the General Manager except that meetings subject to the No User Fee structure set forth below may be scheduled upon oral request subject to facility availability.

Obtaining a reservation

Use of the HA Community Meeting Room is on a first-come, first-served basis, subject to the priorities set forth below. Reservations for the facility can be made by calling the Association's administrative office at (303) 814-1345, during regular operating hours, Monday through Friday from 8:00 AM to 5:00 PM, and requesting a time period. Reservations may be made from three months prior to the time requested up to 24 hours prior, subject to availability. Within 24-hours in advance of the time of use, all use will be on a first-come, first-served basis. No reservations will be accepted with less than 24 hours notice.

Deposit

A refundable security deposit of \$500.00 may be applicable. Check to be made out to the Castle Pines Homes Association. The deposit will cover any damage or repair. Deposit is refundable within 72 hours as long as the facility is left in the same condition as prior to the event.

Usage Fee

A usage fee may be charged depending on the event type and/or use of the room, in accordance with HA policies. Please see chart below for list of event fees or contact the Homes Association office for more information. Usage fees are payable at least 72 hours in advance for the dates specified on the application. All checks or money orders shall be made payable to Castle Pines Homes Association, Inc. Additional charges accrued by the resident user are due within five days after receipt of invoice. Usage fees

will be based on the length of time the facility is used, inclusive of that period preceding the opening or beginning of the activity which is used for rehearsals, decoration, or preparation, as well as that period following the closing of the activity necessary for the removal of property, dismissal of personnel, and return to pre-event condition.

Priorities for Use and Fees for HA Community / Meeting Room

<u>Activity (in priority order)</u>	<u>Refundable Deposit</u>	<u>Use Fee</u>
1. HA Board Activities	None	None
2. CPV Committee and Subcommittee activities & Metro District activities	None	None
3. CPV Club Activities and Sub-Associations	None	None
4. Non-organizational or institutional activities, involving only CPV residents (coordinated by a resident on behalf of CPV residents)	None	None
5. CPV resident social event requests (birthday parties, graduation parties, etc.)	\$500	None
6. CPV resident requests on behalf of non-profit organizations	\$500	\$150 per 4 hours*
7. CPV resident requests on behalf of for-profit organizations	\$500	\$250 per 4 hours*
8. Outside organizations without a resident sponsor/applicant are not allowed	N/A	N/A

*additional hours will be pro-rated based on the cost per initial 4 hour block

Usage

The CPV Community Room is fire code rated for a maximum of 100 people at one time. Please arrange for a tour of the room prior to your event in order to properly plan for the use of space based on your projected attendance and requirements for your room set up.

Events may begin as early as 6:00 am and must conclude prior to 11:00 pm (including clean up time). All guests must be vacated from the premises by 11:00 pm.

The applicant is responsible for the general cleaning of the room and replacing all of the meeting room equipment used (tables, chairs etc) back into the storage closets so that the room is left in the condition prior to the event. Chairs must NOT be stacked higher than 6 each.

No fixed equipment, furnishings, or furniture shall be altered or moved by users. No items may be attached or affixed to the walls, windows, ledges, air vents or doors of the room.

Tables & Chairs

The following is available for resident use: 10, 60" round tables; 6, 72" rectangle "banquet" tables; 110 chairs. Applicant is responsible for setting up and putting away all of the tables and chairs, and ensuring that the room is clean and free of all trash and debris before leaving the premises.

Linens, service ware, table decorations and all other event related items are to be provided by the applicant. These items are to be removed at the end of the event. The Homes Association will not be responsible for storing or holding these items (including rental equipment) before or after the event.

Audio Visual & Internet Service

The community room is equipped with a ceiling mounted projector and pull-down screen. The control panel for the projector is located on the wall next to the interior entry door. Beneath the control panel is a cable for hooking up a laptop computer to project on the screen.

A combination DVD/CD player is located inside the closet area. The DVD player will project movies through the ceiling projector and the CD player will project sound through the ceiling mounted speaker system.

The CPHA building is equipped with a wireless access point. This is a secure network and requires an SSID identification key to log into the wireless server.

Please contact the administration office for more information on using the room's a/v equipment or to get the wireless ID key.

Parking

Limited parking is available at the Homes Association. During normal operating hours (M-F, 8 am - 5 pm) there are 10 spots available for use for resident events; however these spots cannot be reserved exclusively. Additional parking is available at the Canyon Club and attendees may walk over the building via the walkway located behind the building. ES must be notified should you wish to contract for a valet service to and from the Canyon Club parking area.

There must be no vehicles parked by, or blocking access to, the back of the building and/or in front of the garage facility where Emergency Services cars are parked. Vehicles may not park along the roadway of Happy Canyon or on Castle Pines Drive South.

Building Access

All guests to your event should be notified that access to the community room is available through the doors on the lower level of the building. The front doors will be locked before and after regular CPHA office hours (M-F, 7 am to 6 pm). When arriving for set up before or after operating hours please use the speaker located at the front door to contact Emergency Services Dispatch. A dispatch officer will allow you into the building and will unlock the bottom entrance doors for your guests.

Kitchen Facility/Caterers

The Kitchen facility next to the community room must also be cleaned and returned to the condition it was found in prior to the event. No items are to be left in the refrigerator, dishwasher, sink or in the cabinets. Items belonging to the Homes Association that are stored in the kitchen (ie: service ware, pitchers, paper products) may not be used or removed from the premises. Garbage bags for the trash cans are available for your use and are stored under the sink. All trash must be taken out and placed in the dumpster at the back of the building. Charges will apply for trash left and any cleaning required. Please arrange for your caterer to tour the premises in advance of the event.

Alcoholic Beverages

The consumption of alcoholic beverages within the HA Community/Meeting room requires the approval of the General Manager and acceptance of liability with proof of liability insurance.

No Smoking

Smoking is not permitted at Homes Association Buildings and Grounds.

Gambling

Neither gambling nor unlicensed games of chance (e.g., bingo, lotteries, and raffles) shall be permitted in CPHA facilities. Only generally accepted amusement games may be conducted at student oriented or similar activities.

User Responsibility and CPHA Indemnity

The signer of this Agreement for use of the Community Meeting Room will be considered the legal agent of the organization or resident using the building/facility and as such, will be responsible for compliance with all conditions for building use. The applicant signing the Agreement and the organization represented will indemnify the CPHA and any person whose property may be within that building, for loss or damage to such property caused by any persons attending said meeting, or any damage or injury arising out of, or in any manner attributable to the holding of said meeting or the use of such building or facility.

Misuse or abuse of the facility, equipment or grounds may be cause for immediate removal and denial of future use. Violation of federal, state or municipal laws or Association policies or procedures may be grounds for denial of future applications, as well as the immediate revocation of use authorization and surrender of the premises. The use and possession of illegal drugs by any person or group on CPHA property is strictly prohibited.

The CPHA and comprehensive general liability does not provide coverage to communities and other groups utilizing the Community Room facility. The CPHA may require the user to provide a certificate or proof of comprehensive general liability insurance in the

amount of \$1,000,000 per occurrence. The certificate of insurance must have an endorsement naming Castle Pines Homes Association as an additional insured as its interests may appear.

Liability

The signer of the application for use of CPV Community / Meeting room must be a bona fide adult member (over 21) in good standing of the Association and will be considered the legal agent of the organization using the facilities and as such, will be responsible for compliance with all conditions for such use. The applicant signing the application and the organization represented will indemnify the Association. Members, their families and guests who use Association property including, but not limited to, the Community room ("Property") accept full responsibility and liability for any and all damage to Property and bodily injury, occurring directly or indirectly, in connection with such use of Property. Such individuals waive all claims against and agree to indemnify, defend, and hold harmless the Association, General Manager, Association employees, and respective Board Members against any and all claims for damages or other causes of action arising out of or in connection with the use of Property by the Member, their family and guests.

The applicant shall be responsible for the conduct and control of all participants and shall see that all federal, state, municipal, and Association regulations are followed. There must be adequate adult supervision for all use. The applicant must agree to be financially responsible to the CPHA for any and all damage that occurs to the buildings and property during the period of use.

Cancellation

The user must give notice of cancellation of scheduled use to the General Manager at least twenty-four hours prior to the scheduled date and time. If notice is not given, the General Manager may withhold a charge of 25% of the advance user fee plus all costs incurred by the Association. The above notwithstanding, the HA reserves the right to cancel a scheduled meeting. Every effort will be made to give at least one week's notice of any cancellation. This does not include weather emergencies.

The CPHA Board may modify, amend or supplement this Policy and any applicable rules and regulations as it deems necessary and appropriate.

I have read and understood the Community Room Policy and Usage Application and will agree to comply with all applicable rules and regulations

Resident Name, printed

Date: _____

Resident Name, signature

Resident Address

NOTE: The "submit by email" button only works if you have a computer based email system such as outlook. To send via an internet based email (yahoo, aol, etc) you must save the document to your computer then attach it as a file to your email message.