



HARRIS PARK METROPOLITAN DISTRICT
Harris Park Water & Sanitation District
2154 Shelton Drive, Bailey, CO 80421
www.harrisparkmetrodistrict.com
303-816-7259

HARRIS PARK COMMUNITY CENTER USER AGREEMENT

The occupancy load for this building is "**with chairs and tables, 100 people**" or "**with chairs only, 214 people**"

All usage must cease and the facility be cleaned by the following times:
Sunday - Thursday: 10PM --- Friday & Saturday: Midnight

You Use This Facility at Your Own Risk

Nothing that belongs in the Community Center leaves the building
NO SMOKING ALLOWED IN THE BUILDING OR WITHIN 15 FEET OF ENTRANCES
NO PETS ALLOWED except SERVICE ANIMALS

WE WILL PROVIDE (within reason):

Toilet paper Dish soap Paper Towels Trash Bags Brooms/Dust Pans
Cleaning rags (located under main counter) Cleaning buckets
Hot pads for Hot Dishes (located on steam table shelf)
Dish cloths, drying towels and aprons are in the 3rd and 4th drawers

ITEMS THAT ARE AVAILABLE FOR USE:

Refrigerator, stove, popcorn machine, stereo with tape and CD player and speakers, pots and pans in cabinets, pull-out cutting board, silverware with 7 serving, 2 slotted and 1 casserole spoons, 3 punch bowls (2 glass, 1 large plastic), 2 large electric roasters, 4 coffee pots (2 regular size, 1 medium, 1 large).

YOU MUST BRING EVERYTHING ELSE YOU MIGHT NEED

To use this facility we ask that you respect the property and what is inside. Please leave it as you found it and clean up after your use. Please enjoy the facility!

RULES TO FOLLOW WHEN DONE

- All trash needs to be collected and taken with you. We do not have trash service at the Community Center.
- Make sure if you turn up the heat, you turn it all the way down. There are two thermostats: one in the kitchen to the left of the fridge and one by the main light switches in the back of the room.
- Tables and chairs need to be replaced as you found them. You can move them as you want while there.
- If the tables or counters are dirty, please wash them with the cleaning rags. Warm water and soap can be used to clean the tables; please DO NOT use SOS pads - they scratch the tables.
- If the floor is dirty, please sweep it and wash any spills that may have occurred. Brooms and mops are in the back by the light/exhaust fan.
- All lights need to be turned off. There are main light switches on the South side of the building in the back, in the kitchen behind the backdrop above the refrigerator and on the wall when you first enter the room, to your right (lights for bathrooms and outside/entry lights).



HARRIS PARK COMMUNITY CENTER USER AGREEMENT (continued)

- Please keep the white foyer doors closed at all times during colder weather. There is no heat in the front entryway so this area needs to be sectioned off when cold. You may leave them open in warm weather and when not using the heater. These doors must always be closed after the event, no matter the season.
- If you open the second outside door, be sure to latch both the top and bottom locks after use.
- Everything used must be put back where you found it. Please do your best to leave nothing out of place so that we are able to find the items that belong to the Community Center where they should be and so that these instructions make sense to everyone who uses the Center. If you can't remember where you got something from please just leave it on the counter for us to put away.
- Please close any open windows when your event is over. Place the wooden dowel back in the window runner, if applicable.
- Please remove anything you may have put on the windows and make sure the windows are clean.
- If you hang anything on the ceiling or walls, everything must be removed, including staples, tape, thumb tacks, etc.

IF USING THE KITCHEN

- When using the kitchen and its utensils, please be sure to wash them when done and return them to their proper place. If you do not remember where you got them from please leave them on the counter or in the dish drain.
- If you use the steam table, please move the two roasters in the green bags and place them in front of the pop/soda machine before you light the burner.
- Make sure the gas is off on the stove and the steam table (if used) and that the steam table is drained of all water. The tool to unplug the drain is on the nail on the cupboard to the right of the steam-table. It is an approximately 9" flat rod with a hook on the end.
- If you used the exhaust fan, please pull it closed and latch the chain.
- Please leave wet, dirty cleaning rags in the kitchen sink. We will pick up and clean them.

CATERING FOOD AND BEVERAGES:

The District does not sell, serve or furnish food or beverages of any kind. The User may engage a caterer to serve food and beverages during the Event, but the User and caterer take full responsibility in doing so. The User and caterer also take full responsibility for complying with the alcoholic beverage laws. No one shall sell alcoholic beverages of any kind on the District's premises, although the User may serve alcohol to persons of lawful drinking age to the extent allowed by law. The District shall not furnish or serve alcoholic beverages and any such permit or license, if required, must be obtained by the User or caterer.



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HARRIS PARK COMMUNITY CENTER USER AGREEMENT (continued)

PURPOSE AND RESTRICTIONS:

User may not use the Community Center for any purpose other than the Event as described by the User in the Rental Agreement. Use shall neither use the Community Center for any unlawful purpose, nor for any purpose inconsistent with the purposes of the District. User shall not use the Community Center in any way which would constitute a nuisance, shall not damage the Community Center in any way, and shall not obligate the District in any way.

INSURANCE AND RELEASE:

If User maintains liability insurance, User shall have the District named as an additional insured thereof for the purpose of the Event and shall deliver to the District, prior to the Event, a certificate of evidence for said insurance. Whether or not User maintains insurance, User and all of User's guests, invitees, employees, and agents shall assume all risks of use. User shall indemnify, defend and hold harmless the District from any claims, demands, expenses, attorneys' fees and liability arising out of User's use of the Community Center. In addition, User, for itself, its employees, agents, guests and invitees, and for all persons who may come upon the Community Center or adjoining areas and grounds during User's use of the Community Center, hereby agrees that the District shall not be liable in any way for any matter, cause, thing, action or omission with respect to the Community Center or the adjoining areas and grounds or with respect to User's use thereof. The District is hereby released and discharged of any and all liability of any kind with respect to usage of the Community Center and adjoining areas and grounds. District and User are not partners, joint venturers, principals, agents or otherwise related in any way.

I have read the rules and conditions and agree to abide by the terms of the Harris Park Community Center User Agreement and agree that I am the responsible party for the Event.

Printed Name of User: _____ Signature of User: _____

Date Signed: _____