



HARRIS PARK METROPOLITAN DISTRICT (HPMD)  
2154 Shelton Drive, Bailey, CO 80421  
[www.harrisparkmetrodistrict.com](http://www.harrisparkmetrodistrict.com)  
303-816-7259

## HARRIS PARK COMMUNITY CENTER USER AGREEMENT-2022

**The occupancy load for this building is:  
With chairs and tables – 100 people With  
chairs only – 150 people.**

**All usage must cease and the facility be cleaned by the following times:**

**Holidays & Events – times per special request**

**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      Hand soap in Bathrooms      Brooms/Dust Pans  
Trash Bags      Cleaning buckets      Cleaning rags (located under main counter)  
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, stereo with tape and CD player and speakers, pots and pans in cabinets, pull-out cutting board, silverware 3 punch bowls (2 glass, 1 large plastic), 2 large electric roasters, 4 coffee pots (2 reg size, 1 med, 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! HPMD is not responsible for any personal items left behind.

### **IF USING THE KITCHEN**

- When using the kitchen and its utensils, please be sure to wash them with hot water and soap, 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 drainer.
- The water at the kitchen sink comes from a holding tank to the right of the sink. This is a 175 gallon tank. When using the water, please do not leave the water running.
- The steam table is not in working order at this time.
- If you use 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.**



## HARRIS PARK COMMUNITY CENTER USER AGREEMENT-2022 (continued)

### **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.
- You may turn up the heat, it will shut off automatically after 4 hours. 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.
- Wash and disinfect all tables, counters and touchable surfaces with hot water, soap and cleaning rags. DO NOT use SOS pads - they scratch the tables.
- Disinfect all bathroom fixtures and touchable surfaces with disinfectant wipes found under the sink in the ladies room. The wipes are for the bathrooms ONLY.
- Sweep all floors 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).
- 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 and blinds 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. Use the step ladder at the back of the hall.
- Harris Park will not be responsible for any personal items or equipment left on the premises.

### **CATERING FOOD AND BEVERAGES:**

HPMD 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 HPMD's premises, although the User may serve alcohol to persons of lawful drinking age to the extent allowed by law. HPMD shall not furnish or serve alcoholic beverages and any such permit or license, if required, must be obtained by the User or caterer.

### **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. User shall neither use the Community Center for any unlawful purpose, nor for any purpose inconsistent with the purposes of the HPMD. 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.



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## HARRIS PARK COMMUNITY CENTER USER AGREEMENT (continued)

### INSURANCE AND RELEASE:

User and/or caterer shall maintain liability insurance covering use of the Community Center. User and/or caterer shall have HPMD named as an additional insured on liability insurance covering use of the Community Center and shall deliver to HPMD, prior to the Event, a certificate of evidence for said insurance. User and/or caterer and all of User's and/or caterer's guests, invitees, employees, and agents shall assume all risks of use. User and/or caterer shall indemnify, defend and hold harmless HPMD from any claims, demands, expenses, attorneys' fees and liability arising out of User's and/or caterer's use of the Community Center. In addition, User and caterer, 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 and/or caterer's use of the Community Center, hereby agrees that HPMD 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 and/or caterer's use thereof. HPMD 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. HPMD and User and/or caterer 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: \_\_\_\_\_

Printed Name of Caterer: \_\_\_\_\_

Signature of Caterer: \_\_\_\_\_

Date Signed: \_\_\_\_\_