



## Gilpin County Parks & Recreation Rental Request Form

### Renter Information

|                                                                                                            |                        |
|------------------------------------------------------------------------------------------------------------|------------------------|
| Date Requested: _____                                                                                      | Times Requested: _____ |
| Event Type: _____                                                                                          |                        |
| # of People Attending _____ (If request is greater than 150 please see Large Event Requirements below)     |                        |
| Requested By: _____ Phone #: _____ Email: _____                                                            |                        |
| Address: _____ Gilpin Resident: YES / NO                                                                   |                        |
| Facility/Room Requested: _____ Kitchen: YES / NO                                                           |                        |
| Are times within normal building hours: YES / NO (There is an additional \$25/hour fee for non-open hours) |                        |

### Party Package Pool Information

|                                                                                                            |                                 |
|------------------------------------------------------------------------------------------------------------|---------------------------------|
| Number of Swimmers: _____ <b>Must be approved by Aquatics Coordinator.</b>                                 | Date Approved by Aquatics _____ |
| During the 3 Hour Party, What Time in Pool: _____                                                          |                                 |
| Age Range of Swimmers: _____ (An adult must be in the pool and within arm's reach of children under age 6) |                                 |

### Setup Requested

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| # of Tables: Rectangular: _____ Round: _____ # of Chairs: _____                            |
| Chair Setup: <input type="checkbox"/> Theater Style <input type="checkbox"/> At the tables |
| Other Setup Instructions (lectern, projection screen, TV, etc.): _____                     |
| <b>Renter is responsible for decorating and cleanup.</b>                                   |

### Large Event Required Attachments

- ✓ A description of all activities, including days/hours of event in full hours.
- ✓ Map of area used for the event – traffic routes on and off site.
- ✓ Emergency plan addressing law enforcement, fire and medical. (Work with Event Coordinator to get approval from all agencies)
- ✓ If applicable - Event Liquor Permit (contact Clerk and Recorder's Office at least 90 days before event)
- ✓ Event Coordinator \$100 fee

### Important Information and Rules

- All participants must follow the Community Center "Facility Use Guidelines" on registration form.
- Please complete and return this form to the Community Center Guest Services Representative.
- Read: *Gilpin County Parks & Recreation Facility Rental Policy*.
- Drop-in fees apply for use of the Community Center outside of the rental area, expect for swim or gym birthday package. Please refer to 2f in *Rental Policy*.
- The rental reservation is not confirmed until approved and paid for in full. A confirmation receipt will be sent via email.
- Credit card information must be securely stored for any costs accumulated during the rental i.e. damage, additional items, longer time, etc.
- Local non-profits or government agencies qualify as a community group. HOA, vendors, political parties, and businesses do not qualify.
- Non-profits may rent facilities for fundraisers. If Gilpin County Parks & Recreation (GCPR) is taking in fees there is a 90/10 split between the non-profit and GCPR. Non-profits must provide a copy of their status and liability insurance for all rentals and events.

### Activity Participation Assumption of Risk, Release, Waiver, and Discharge

I understand that physical activities, registered classes, leagues, programs, events and rentals may have an element of hazard or inherent danger. I take full responsibility for my actions and physical condition, and for the actions and physical condition of my family members and guests. I agree to be solely responsible for my own safety, and the safety of the guests during the rental. I agree to indemnify and hold Gilpin County and its employees harmless from any liability, loss, cost or expense (including attorney's fees, medical and ambulance costs) that I may incur while participating in recreation activities. My release and waiver is given in exchange for my and my guests participation in Gilpin County programs, including inflatables, gym toys, equipment and pool use. This release and waiver have no expiration date. I give my consent to use any photographs or videotape taken of me, and of guests, in future promotional or marketing materials. I have read, understand, and will follow the *Gilpin County Parks & Recreation Facility Rental Policy*.

### Signature of Renter:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Office Use Only

Room Price: \_\_\_\_\_ x Number of Hours: \_\_\_\_\_ + Additional Costs: \_\_\_\_\_ **Total Amount:** \_\_\_\_\_  
Payment and Signed Policy Date \_\_\_\_\_ Credit Card and Rental Entered in Active- Staff Initial and Date \_\_\_\_\_

## 2025-2026 Rental Fees

### Community Center Rental

| Room                     | Capacity | Resident Rental Fee | Non-Resident Rental Fee | Community Group Meetings | Community Group Event Rental | Notes                                   |
|--------------------------|----------|---------------------|-------------------------|--------------------------|------------------------------|-----------------------------------------|
| Multi-Purpose Room (MPR) | 106      | \$65.00 / hour      | \$80.00 / hour          | No Charge                | \$55.00 / hour               | None                                    |
| MPR – Half               | 50       | \$45.00 / hour      | \$55.00 / hour          | No Charge                | \$35.00 / hour               | None                                    |
| Fitness Studio           | 15       | \$30.00 / hour      | \$36.00 / hour          | No Charge                | Contact Director             | None                                    |
| Gym*                     | 200      | \$45.00 / hour      | \$55.00 / hour          | N/A                      | Contact Director             | May require one-time \$200 floor fee    |
| Gym – Half**             | 100      | \$30.00 / hour      | \$35.00 / hour          | N/A                      | Contact Director             | May require one-time \$100 floor fee    |
| Party Rental             | 20-40    | \$200.00            | \$240.00                | N/A                      | N/A                          | 3 Hours MPR + 20 Swimmers or Gym Access |

### Fairgrounds Rental

| Room            | Capacity               | Resident Rental Fee              | Non-Resident Rental Fee          | Community Group Meetings | Community Group Event Rental    | Notes                                                                |
|-----------------|------------------------|----------------------------------|----------------------------------|--------------------------|---------------------------------|----------------------------------------------------------------------|
| Indoor Arena    | N/A                    | \$25.00 / hour<br>\$125.00 / day | \$30.00 / hour<br>\$150.00 / day | No Charge                | \$15.00 / hour<br>\$75.00 / day | 65' x 150'<br>Includes Lobby Area                                    |
| Outdoor Arena   | ~ 250 Bleacher Seating | \$25.00 / hour<br>\$125.00 / day | \$30.00 / hour<br>\$150.00 / day | No Charge                | \$15.00 / hour<br>\$75.00 / day | Open ride available from 6 am to 10 pm no charge                     |
| Parking Lots    | N/A                    | \$20.00 / hour<br>\$100.00 / day | \$24.00 / hour<br>\$120.00 / day | N/A                      | \$15.00 / hour<br>\$75.00 / day | None                                                                 |
| Stock Pens Only | ~ 100 heads            | \$20.00 / day                    | \$24.00 / day                    | N/A                      | \$15.00 / day                   | Must sign stock pen waiver and schedule at least 24 hours in advance |

### Pete Gones Park

| Field                | Resident Rental Fee              | Non-Resident Rental Fee          | Community Group Meetings | Community Group Event Rental |
|----------------------|----------------------------------|----------------------------------|--------------------------|------------------------------|
| Fred Weber Ballfield | \$25.00 / hour<br>\$100.00 / day | \$30.00 / hour<br>\$150.00 / day | No Charge                | \$50.00 / day                |
| Elk Ballfield        | \$25.00 / hour<br>\$100.00 / day | \$30.00 / hour<br>\$150.00 / day | No Charge                | \$50.00 / day                |

## Extra Items

| Item                        | Fee                                      |
|-----------------------------|------------------------------------------|
| Roll-Off Dumpster           | \$400.00                                 |
| Fairgrounds Electricity     | \$60.00 / turtle, \$5.00 / outlet        |
| Barn Tables                 | \$10.00 / table                          |
| Barn Chairs                 | \$2.00 / chair                           |
| Barn Heat                   | \$65.00 / day                            |
| After Hours                 | \$25.00 / hour                           |
| Bounce House                | \$75.00 / hour (on-site only w/ waivers) |
| Drag Arena                  | \$30.00 / drag                           |
| Large Event Coordinator Fee | \$100.00                                 |