



RENTAL POLICIES

1. The renter will occupy the rented facilities for a period not to exceed the time specified on the application, for the stated purposes only, and will only occupy the spaces leased unless permission has been granted to occupy additional spaces.
2. The renter realizes that the Third Street Center is a multi-tenant facility and community center and will therefore respect the rights of others to occupy other portions of the facility. The renters will not cause undue noise or disturbances that may disturb persons occupying other portions of the building.
3. Event decoration plans must be approved by the Third Street Center. Nothing may be hung on walls ceilings or windows without prior consent. Only removable masking tape may be used.
4. All food, decorations and personal effects will be removed by end of rental period, or additional charges may apply.
5. Third Street Center is a non-smoking facility.
6. Third Street Center is a dog friendly facility, however, all dogs must be on a leash and with owner at all times.
7. Youth groups must be attended by the proper number of adults.
8. Third Street Center is not responsible for lost or stolen items.
9. The renter is responsible for all participants attending their event, and will be responsible for any and all damages caused by a participant.
10. The renter is responsible for all damages incurred during, set-up and take down of the event.
11. If additional cleaning is required by the center after the event, the renter will be charged an additional cleaning fee of \$60/hour.
12. The renter shall obey all laws of the State of Colorado and the Town of Carbondale.
13. The renter will defend, hold harmless and indemnify the Third Street Center against any and all claims and losses arising in any way out of the use of the facility by the organization, any of its members or participants.
14. The renter will provide a Certificate of Insurance, naming the Third Street Center as an "additional Insured".
15. Third Street Center, at its discretion, may require the renter to hire a Third Street Staff person and/or an off-duty officer to be present at the event.
16. If alcohol is being served, the renter must provide a "Special Event Liquor Permit" from the Town of Carbondale and is responsible for having a TIPS person present.
17. Half of the rental fee and the entire damage deposit shall be paid when the Facility Agreement is signed, with the remaining portion of the rental fee due 1 week prior to the event.
18. No refunds of the deposit will be given if the event is cancelled less than 1 week prior to the scheduled time. If the event is scheduled more than 2 months in advance, no refunds will be made if cancelled less than 1 month prior to the scheduled date of the event.
19. The cleaning/damage deposit shall be returned to the renter within two weeks after the event, if the facility is left in a clean, undamaged condition.
20. Third Street Center may, at its discretion, deny anyone the use of the facilities

I agree to all of the above conditions.

Renter _____ Date _____

Third Street Center _____

A community place promoting inspiration, sustainability and creative exchange

520 South Third Street, Carbondale, CO 81623

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www.thirdstreetcenter.net