

# BERTHOUD FIRE PROTECTION DISTRICT

## TRAINING FACILITY & MEETING ROOMS

248 Welch Avenue • Berthoud, CO 80513 • (970) 532-5471

BERTHOUD**FIRE**.ORG

### MEETING ROOM TERMS AND CONDITIONS OF RENTAL

*The following terms and conditions apply to all room rentals:*

- 1) There is a standard setup for each room. If a different room configuration is desired, the Applicant will be responsible for moving the tables and chairs with the following stipulations:
  - *Tables shall not be stacked, turned on their side, or turned upside down. In order to preserve the carpet in the meeting rooms, the tables shall not be dragged but rather picked up to move.*
  - *The tables and chairs shall not be removed from the room(s) or placed in the hallway or lobby area.*
  - *Additional tables or chairs are prohibited from being brought into the facility.*
  - *The Applicant shall be responsible for returning the room to the same condition and configuration it was in prior to the Applicant's event.*
  - *\*The configuration of the Board Room may not be changed. All tables and chairs must stay in the configuration as found.*
- 2) Each meeting room is equipped with a TV screen and whiteboard(s). The Applicant shall be responsible for returning all equipment (whiteboard, TV) and accessories (markers, erasers, remotes, etc.) to the same condition they were found. No equipment and/or their accessories shall be removed from the facility.
- 3) Use of the reception desk, phone, or other items within the facility is prohibited.
- 4) The entry doors into the facility are automatically unlocked 15 minutes prior to the start of the event and locked at the end of the event. Propping open the entry doors is prohibited.
- 5) Food and beverage are allowed in the meeting rooms and shall be properly disposed of at the end of the event.
- 6) Use of alcohol during an event is permitted with the following stipulations:
  - Separate alcohol regulations and agreement is required
  - A monitor fee of \$35/hr is required
- 6) If utilizing the kitchen, the Applicant is responsible for returning the kitchen to the same condition it was found. This includes: placing all dishes/utensils in the dishwasher, wiping the counters down, sweeping the floor, and removing all trash. A trash dumpster is located on the east side of the building. No dishes or utensils shall be removed from the facility.

7) Upon conclusion of the event, the Applicant is responsible for:

- Proper disposal of all trash into the trash receptacles. Please place the trash in the dumpster located on the east side of the building if the trash receptacle is full at the conclusion of the event or contains food or beverage.
- Ensuring the room is left in pre-event order, which includes returning the tables and chairs to their original configuration

8) The Applicant is responsible for any damage to the facility and/or contents and fixtures. All damage must be reported to staff immediately. The Applicant will be expected to cover all repairs and replacement cost of any damage to the facility itself and/or the contents.