

Great Room/Pool Area Reservation Agreement
Office hours: Monday – Friday; 8:00 am – 5:00 pm
Emergency contact for after hours: (719) 447-4840
Email contact for questions: heather.s@wsdistricts.co

I, _____ (print name), consent and agree to the following policy and terms when using the Ventana Metropolitan District Recreation Center - Great Room and/ or Pool Area.

Requested Reservation Date: _____ Account/Member Number: _____

Property Address: _____

If there is an emergency, who do we contact: _____

Contact Number: _____ Contact Email: _____

*Start time of event, be sure to include any set up time needed (facility closes at 10:00pm): _____

Requested amenity (please check all that apply):

Great Room
 Pool Area (applicable during pool season) I plan on _____ guests attending.

Event Description (ie birthday party, book club, etc.): _____

Vendors providing service(s): _____ Service(s) being provided: _____

Great Room
 Pool Area (applicable during pool season)

Security Deposit: Reservation of the facility requires a \$200 refundable Security Deposit.

Reservations will not be confirmed until the Security Deposit has been received. The Security Deposit must be received no less than seven-days prior to the event. Failure to submit the Security Deposit prior to the seven-day cut-off will result in cancelation of a pending reservation.

- Online deposits may be submitted by visiting: <https://www.colorado.gov/apps/payport/online/selectServiceType.jsf> and selecting "Great Room Rental Security Deposit" from the drop down menu.

Guest Attendance: Use of the facility requires a payment of \$5 per guest in attendance.

Payment for guests

- Online payment for guests may be submitted by visiting: <https://www.colorado.gov/apps/payport/online/selectServiceType.jsf> and selecting "Guests" from the drop down menu.
- Checks should be made payable to Ventana Metropolitan District and mailed or hand delivered to the Management office at: WSDM – District Managers; 614 N. Tejon Street; Colorado Springs, CO 80903

Security Deposit No Return Policy:

I _____ (print name), am fully aware that any portion of the \$200.00 Security Deposit associated with this requested reservation may be withheld by the Ventana Metropolitan District as reimbursement for any necessary cleaning, repairs, or restoration expenses resulting from my event. Should any portion of my Security Deposit

be withheld, I understand the Ventana Metropolitan District will provide a statement of expense(s) as verification of cleaning, repairs, or other costs incurred to the Member listed on this Reservation Agreement (hereinafter "Member"). I also understand that should the District incur expenses in excess of \$200 as result of my reservation, I will be provided an invoice for such expenses, which will be considered due and payable to the Ventana Metropolitan District within 30-days, and subject to late fees and interest in accordance with the Ventana Metropolitan District Resolution Establishing Fees, Rates Charges, Tolls, Penalties, etc..

Recreation Center Use Policy:

- The Great Room will not be used for any commercial or retail purposes, ONLY for hosting private events.
- The Kitchen is equipped with a refrigerator, sink, microwave (for warming purpose only), and stove (for warming purpose only).
- Kitchen will be returned in the same condition as received and repairs or cleaning costs required are subject to the Security Deposit No Return Policy.
- The Great Room is furnished for the enjoyment and relaxation of guests and will be returned in the same condition as received and repairs or cleaning costs required are subject to the Security Deposit No Return Policy.
- All Rules and Regulations, will be followed at all times.
 - Violation of any rule may result in withholding of the Security Deposit and possible fine(s).
- If the Pool Area is not included with this Reservation Agreement, the pool will not be utilized by attendees of this reservation.
 - Use of the pool by guests during a Great Room reservation may result in withholding of the Security Deposit and/or possible fine(s).
- If outside vendors are used during the reservation, the District accepts no liability for personal injury or damage to equipment/property. All liability and costs associated (including but not limited to special permitting fees, insurance coverage, background checks etc.) will be the responsibility of the Member.
 - All vendors providing a service at the Ventana Recreation Center must have an active business license on file with the City of Fountain. Vendors may include (but are not limited to); providers of catering, photography, clowns, DJ's, petting zoo, bounce castles, food trucks, etc.
 - If a Vendor will be utilizing any portion of the exterior walkways, landscaping, or parking area during the event, a Temporary Use Permit must first be obtained from the City of Fountain.
 - If a bounce house or inflatable structure of ANY kind is used, an event insurance policy with a minimum of \$1,000,000 in liability coverage will be obtained by the Member and verification provided to Management a minimum of 7-days prior to the event.
 - All vendors are subject to being vetted by Management or District Board, approval of vendors will be given on a case by case basis.
- Alcohol is not permitted in the facility.
- The Great Room has an open layout and the Fitness Center and Pool Area will remain open to other Members during the event. While others are asked to be curious to attendees of the event, there is no expectation of privacy.

I, _____ (print name), consent and agree to the these policies and terms when using the Ventana Metropolitan District Recreation Center - Great Room and/ or Pool Area.

Member Signature: _____ **Date:** _____

Office Use Only:	
Reservation Date: _____	Date Request Received: _____
Ventana Account Number: _____	Security Deposit Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reservation Approved / Denied: _____	