



THE LONE TREE HUB FACILITY RENTAL FACTS



GENERAL INFORMATION

The South Suburban Lone Tree Hub located at 8827 Lone Tree Parkway may be reserved by any community members and groups.

There are two multipurpose classrooms, one conference room and the main hall available for rental during the hours of **8 am – 9 pm** seven days per week. The Esports Lounge is available for rent with different fees associated from the rental fees listed here.

FACILITY AMENITIES:

- Multipurpose Rooms Capacity (2 rooms available): Up to 45 or capacity of 90 for both rooms with wall open and combined
- Conference Room Capacity (1 room available): Up to 15 at a table; 30 room total
- Lobby Capacity: Seating upwards of 200; room capacity 267
- Esports Lounge: 10 professional gaming computers; room capacity 20
- Kitchenette

WHAT WE PROVIDE:

- **24** 5'x2' seminar tables; set-up will determine how many can be seated at the table
- **26** 3½'x3½' card tables; seats 4 each
- **6** 6'x3' banquet tables
- **3** 5'x3' banquet tables
- **200** chairs
- Audio/Visual equipment and extras: AV hookups with HDMI cords, projector screen (Prairie Sky Classroom), smart TV (Timberline classroom and conference room) and podium. Portable PA system is available. *(No additional charges for A/V or extras if renting a room).*
- We set-up and tear down the tables and chairs.

WE DO NOT PROVIDE:

- Linens/table covers
- Decorations - **Any types of CONFETTI AND/OR GLITTER** are not permitted.
- Party hosts/planners
- Dinnerware such as cooking utensils, bowls, plates, eating utensils, etc.
- Additional tables and chairs beyond what the facility has on-site. Extra may be brought in at Lessee's expense.
- Music, entertainment.

PRICING GUIDELINES:

1. **Are you a South Suburban resident or non-resident?** Prices vary based on your residency status.
2. **How many people will be attending the event?** This is to determine what space you will need and what costs are associated with the rented space. See pricing on page 2.
3. **What time will the event run, including set-up and tear-down time?** Plan for time to set up before your event start time as well as clean up time after the event ends. All cleanup time must be included in rental block. **Any time beyond the reserved time will be an additional charge to be paid on the day of the rental.** Groups are responsible for the care and removal of their property. Each group is also responsible for the cleanup and removal of all decorations, food, and utensils before vacating the facility. We will provide additional trash cans if needed. Dumpsters are located in the parking lot.
4. **What is the date of the event?** We are available for rental during the hours of 8 am – 9 pm seven days a week with the exception of holidays. Sunday reservations require a minimum of 3 hours, not including -up or break-down time.



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(continued)

5. **Will you be serving alcohol/beer?** If you are hosting a private event where only people on a specific guest list are allowed in the facility (no open invitations, no advertising on social media, no walk-in guests allowed): Alcohol may be served. If you are hosting a public event: Application must be made to the City of Lone Tree for a Special Events Liquor Permit.

CANCELLATION & REFUND POLICY:

- South Suburban reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause, or for failure to comply with any of the foregoing. In such cases, Lessee will, upon request, immediately remove all persons and equipment from the facility.
- South Suburban reserves the right to cancel this agreement upon a 48-hour written notice to the Lessee, in which full refund will be granted, or in case of an emergency with as much Lessee notice as possible with a full refund being granted.
- Only cancellations made by the lessee 11 or more days of the event will qualify for a full refund of rental fees (less \$5 processing fee).
- Cancellations made by the lessee with-in 3-10 days of the event will qualify for a 50% refund of rental fees.
- Cancellations made less than 48 hours of rental date will not receive a refund.

PRICING and CHARGES

Rooms	Rental Rates	
	Non-District	District
Multipurpose (MP) Rooms – Prairie Sky and Timberline	\$60/hour/room	\$50/hour/room
Sweetwater Conference	\$50/hour	\$40/hour
Lobby Space	\$125/hour	\$115/hour
Whole Facility	\$275/hour	\$225/hour
<u>Add Ons</u> Kitchenette	\$15 Flat Fee	\$15 Flat Fee
Additional Staffing Fee for groups over 51	\$15/hour	\$15/hour
Additional Staffing Fee for groups over 151	\$25/hour	\$25/hour
Rental Run Over Fee	\$60/hour	\$50/hour
Storage Fee	\$30/day	\$30/day



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FAQ'S:

Q: Who do I contact if I want to proceed with a rental?

A: You may call the Hub at 720.245.2601 ext 2 and leave a message for a return call or email hubrentals@ssprd.org.

Q: What can we use to hang decorations?

A: Only Blue Painters tape may be used. No nails or hooks or similar fasteners can be put in the walls. Balloons must be weighted or tied down. **Any types of CONFETTI AND/OR GLITTER** are not permitted.

Q: Can I use an outside catering company and/or bring in my own food and drinks?

A: Yes. A kitchenette is available for use for a \$15 flat fee.

Q: Can we use the patio during our rental time?

A: Yes, and at no additional charge.

Q: Can we store items for our event the day before/after?

A: Yes, there is a storage fee of \$30/day to hold items for early delivery or late pick up.

Q: Can we smoke on the patio?

A: No smoking or vaping in or around the facility.

Q: Is there a charge to use the kitchenette?

A: Kitchenette is available for use for a \$15 flat fee.

Q: Do we clean up after the rental?

A: Groups are responsible for the care and removal of their property, immediately following the rental. **We will charge for any additional time over and above the scheduled rental time when all guests have not left the facility by the end of the rental period.** Each group is responsible for the cleanup and removal of all decorations, food and utensils before vacating the facility. We will provide additional trash cans if needed. Damage/cleaning fees will incur if the facility is left in poor condition or if any items are damaged during the event.

Q: Is there a down payment or how much do we have to pay upfront?

A: Patrons must provide payment in full to guarantee their reservation unless a deposit is approved by facility manager.

Q: Are there more tables or chairs available for use?

A: Extra tables and chairs may be brought in at Lessee's expense. There is a pre-paid \$30/day storage fee for items being stored beyond event rental times.



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Facility Layout - feel free to draw your specific set-up

