

Lone Tree Hub FACILITY RENTAL INFORMATION

The Lone Tree Hub located at 8827 Lone Tree Parkway, Lone Tree, CO, 80124 and may be reserved by any community members and groups. The front desk is open weekdays from 9am to 1pm.

FACILITY AMENITIES: Capacity of rooms differs depending on additional furniture, chairs and tables requested for the event.

- 2 Classrooms, Capacity- 48 or capacity of 97 for both rooms with wall open and combined
- 1 Conference Room, Capacity-15 at table; 41 total
- Main Hall, Capacity- 267
- Kitchenette (no oven or stove)

TABLES/CHAIRS/ADD ONS: You may request specific tables BUT not all tables may be available for your event. If there are multiple events happening simultaneously, we reserve the right to utilize the tables staff feels best suits your event.

- 20 - 6' x 2.5' tables; depending on the set-up it will determine how many can be seated at the table. Ideal for almost any set-up style including classroom.
- 20 - 3' x 3' card tables; depending on the set-up it will determine how many can be seated at the table. Ideal for smaller group or as additional seating if needed/available.
- 200 chairs
- Audio/Visual equipment and extras: Projector screen (Prairie Sky Classroom, Main Hall, Alcove), Smart TV (Timberline classroom and Sweetwater conference room), and podium. We also have two wireless microphones for the Main Hall only. There are no additional charges for these A/V extras. It is recommended that you bring your own adapter if your projection source doesn't have HDMI outputs.
- Lights: We have special lights that we can set-up to add a pop of color to your event. The can-lights in the Main Hall can be color-custom for \$50, and up-lights can be added to any area for \$15 per light, up to 8 total. **All lighting requests and add-ons require an in-person meeting with the Facility Coordinator and payment no less than 10 days before your event to finalize.** No day-of lighting changes may be made, other than asking for lights to be on or off.
- We set up and tear down the tables and chairs.
- We have tables and chairs to seat up to 120 for dinner in a limited configuration, however extra tables and chairs may be brought in at Lessee expense.

WE DO NOT PROVIDE:

- Linens/table covers
- Decorations- **NO CONFETTI (including confetti balloons), GLITTER, HAY, STRAW, REEDS OR VINES THAT SHED.**
- Party hosts/planners
- Extension cords
- Dinnerware such as cooking utensils, bowls, plates, eating utensils, etc.

THINGS TO NOTE

GETTING A QUOTE

- To inquire about rental space, please visit ssprd.org/The-Lone-Tree-Hub and select the blue "request a space" button to fill out the inquiry form. Completion of this form does not guarantee your rental space.
- To ensure staff is onsite to answer questions please schedule a walk-through appointment in advance by emailing your request to hubrentals@ssprd.org.

PRICING AND FEES

- Prices vary depending on South Suburban Parks and Recreation District residency status and anticipated attendance of your event. For financial and communication purposes, all rentals must be made by and paid for by the account holder. All communications regarding rentals must come directly from the account holder.
- Your reservation is not finalized until full payment is made. We cannot accept day of payments. All reservations must be paid in full in advance of the event.
- If your event includes food and/or decorations a \$100 cleaning fee will be added to your reservation.
- Your rental time must include set-up and take-down time for your event. Any additional time outside of your reservation will be rounded to the nearest hour and added to your bill.
- NO events past 10pm on Saturdays.

HOURS

- We are available for rental during the hours of 8:00 am – 10:00 pm seven days a week except for holidays. Weekend reservations require a minimum of 3 hours.

ALCOHOL

- If you are hosting a private invite only event (no open invitations, no advertising on social media, no walk-in guests allowed): Alcohol may be served to people of legal drinking age.
- If you are hosting a Public Event: Application must be made to the City of Lone Tree for a Special Events Liquor Permit.
- NO GLASS containers are allowed outside the facility.

SMOKING

- **ABSOLUTELY NO SMOKING** in or around the facility at any time.

SET-UP AND CLEAN-UP

- You are responsible for the clean-up and removal of all property, decorations and food. Hub staff will assist with bagging trash and removing it.
- ONLY blue painters tape can be used to hang decorations. No decorations on the windows or lighting fixtures. Balloons must be weighted down. **NO CONFETTI (including confetti balloons), GLITTER, HAY, STRAW, REEDS OR VINES THAT SHED.** Additional cleaning fees will apply if any of these materials are brought into The Hub.
- No standing on furniture to hang decorations. We do not have a ladder available for use.
- If you would like to use the Kitchen there is a small fee to do so. FOOD CANNOT BE PREPARED IN THE KITCHEN, but it may be gathered, held, unboxed and prepared for serving.
- Additional storage the day before or after your event may be available for an additional fee.

CANCELLATION & REFUND POLICY:

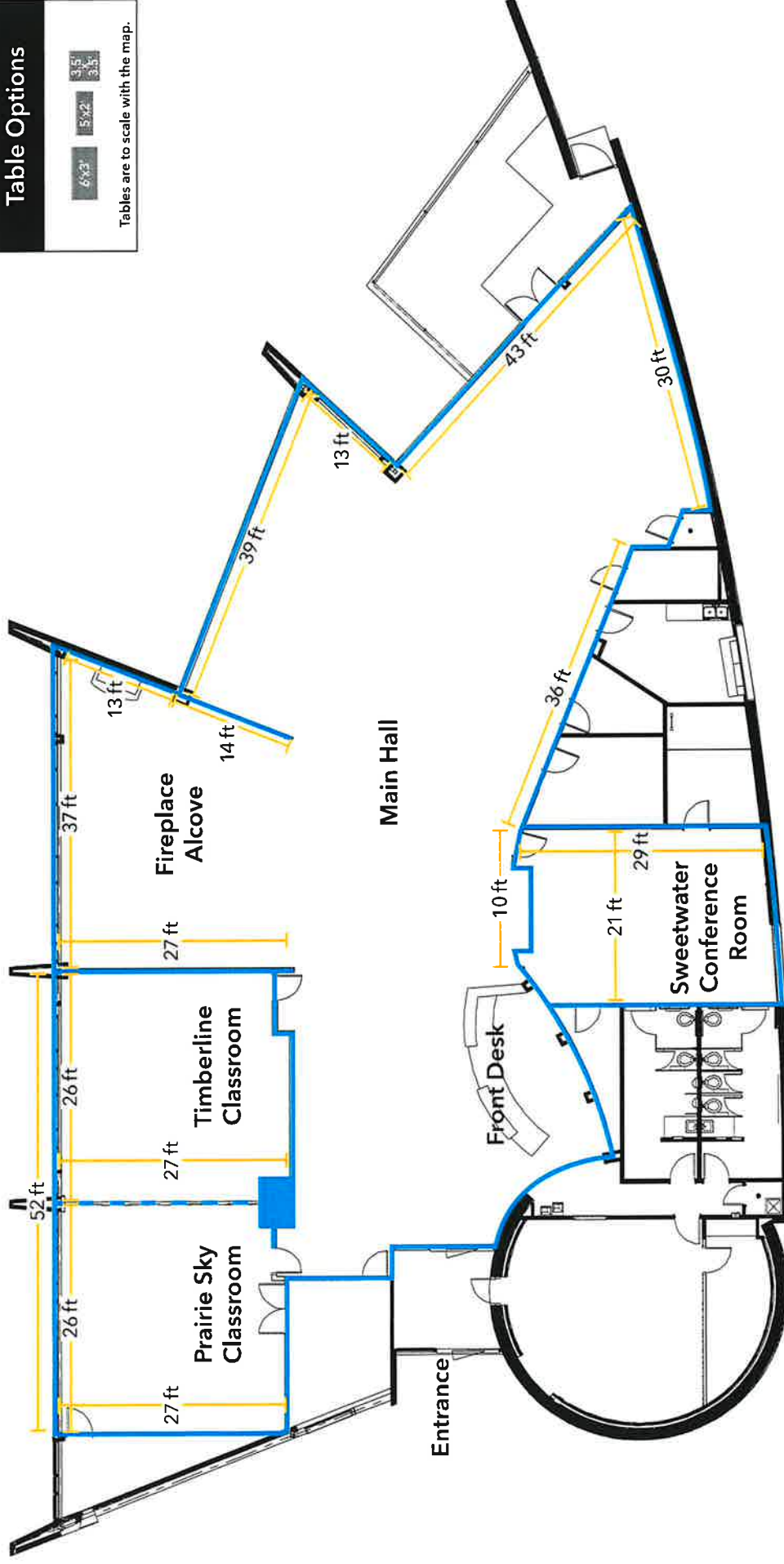
- South Suburban reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause, or for failure to comply with any of the foregoing. In such cases, Lessee will, upon request, immediately remove all persons and equipment from the facility.
- South Suburban reserves the right to cancel this agreement upon a 48-hour notice written to the Lessee, in which case full refund will be granted, or in case of an emergency when as much notice as possible will be given with a full refund being granted.
- Cancellations requested in writing by Lessee a minimum of eleven days in advance will receive a 100% refund. Cancellations made 3 days out will receive a 50% refund. Cancellations less than three full business days in advance, will not receive a refund. All cancellations will incur a \$5.00 fee.
- Refunds will be made to Lessee account.

RENTAL RATES & FEES

Rental Rates		1-50 people		51-149 people		150+ people	
Rooms	Capacity	District	Non-District	District	Non-District	District	Non-District
Classroom	48	\$50/hour	\$60/hour	NA	NA	NA	NA
Combined Classrooms	97	\$100/hour	\$120/hour	\$115/hour	\$135/hour	NA	NA
Sweetwater Conference	15	\$40/hour	\$50/hour	NA	NA	NA	NA
Main Hall	267	\$115/hour	\$125/hour	\$130/hour	\$140/hour	\$140/hour	\$150/hour
Full Facility w/o Esports	300	\$225/hour	\$275/hour	\$240/hour	\$290/hour	\$250/hour	\$300/hour
Full Facility w/ Esports	300	\$325/hour	\$375/hour	\$340/hour	\$390/hour	\$350/hour	\$400/hour
Additional Fees and Amenities							
Kitchen day of (flat fee)	\$15						
Cleaning Deposit (Refundable) for events with food/decorations	\$100						
Additional Storage (if available)	\$35						
Main Hall Custom Lighting	\$50						
Colored up lights (up to 8)	\$15 each						

Updated
9/3/2025

Table Options		
6'x3'	5'x2'	3'x3'
Tables are to scale with the map.		



Lone Tree Hub

HubRentals@ssprd.org

