

RECREATION CENTER RENTALS

		ROOM	APPROXIMATE SIZE	CAPACITY THEATER/BANQUET/CLASSROOM	COST
MULTIPURPOSE ROOMS	LONE TREE	OAK	900 sq. ft.	56/41/30	\$45R / \$60NR
		SPRUCE W/STAGE	720 sq. ft.	45/33/24	
		ASPEN	864 sq. ft.	54/39/28	
		WILLOW	792 sq. ft.	50/36/26	
		ROOM BLOCK* Oak, Spruce, Aspen & Willow	2,376 sq. ft.	149/108/80	\$425R / \$635NR
	BUCK	RIO	960 sq. ft.	60/44/32	\$45R / \$60NR
		PACIFIC	919 sq. ft.	57/42/30	
		SANTA FE	909 sq. ft.	57/41/30	
		TOPEKA W/STAGE	780 sq. ft.	49/35/26	
		ATCHISON	941 sq. ft.	58/43/32	
		ROOM BLOCK* Atchison, Pacific, Santa Fe & Topeka	2,608 sq. ft.	163/119/86	\$425R / \$635NR
	GOODSON	ROOM 1	681 sq. ft.	43/31/22	\$45R / \$60NR
		ROOM 2	776 sq. ft.	49/35/26	
		ROOM 3	612 sq. ft.	38/28/20	
		ROOM 4	1632 sq. ft.	102/74/54	
		ROOM 7	805 sq. ft.	50/36/27	
		ROOM 8	812 sq. ft.	50/36/27	
		ROOM BLOCK* Rooms 3 & 4	2,244 sq. ft.	140/102/74	\$90R / \$120NR

CAPACITIES BASED ON STANDARD SPORTING EVENTS

GYM	FULL (2 HALF COURTS)	8,400 sq. ft.	525	\$85R / \$115NR
	SINGLE COURT	4,200 sq. ft.	262	\$55R / \$75NR
	FULL (2 HALF COURTS)	8,400 sq. ft.	525	\$85R / \$115NR
	SINGLE COURT	4,385 sq. ft.	262	\$55R / \$75NR
	FULL (3 HALF COURTS)	7,654 sq. ft.	478	\$140R / \$190NR
	SINGLE COURT	2,550 sq. ft.	159	\$55R / \$75NR

LONE TREE REC CENTER 10249 RIDGEGATE CIRCLE LONE TREE, CO 80124 303.708.3500	BUCK REC CENTER 2004 POWERS AVENUE LITTLETON, CO 80120 303.797.8787	GOODSON REC CENTER 6315 S. UNIVERSITY CENTENNIAL, CO 80121 303.798.2476
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Included with Rental

Tables/Chairs | Trash management

Additional options

AV equipment - \$25

*Minimum 3 hour booking required
to reserve entire block.

RECREATION CENTER RENTALS

Court & Meeting Room Rental Parameters

- Online reservation requests are allowed up to 6 months in advance; first come, first served.
- All rentals require staff approval before securing.
- No food or drinks are permitted in gymnasiums.
- Any adjustments to approved rental requests must be sent to the Facility Supervisor.
- 1 hour minimum for all rentals, which may be booked in half hour increments after the first hour.
- No early or late admittance, take into account any personal setup/cleanup within the reservation time

Facility Rules

1. Lessee agrees to comply with all applicable rules, regulations, and policies of South Suburban Park and Recreation District. Any misuse may result in cancellation of this Agreement.
2. The District will ensure the rented area is in suitable condition for Lessee's intended use based on information provided at booking.
3. Additional room set-up changes cannot be accommodated the day of the event. Access to the rented area begins and ends at the designated reservation time. Early or late admittance cannot be accommodated. All set-up and clean-up time should be accounted for during the entire reservation time.
4. During the time the rental area is being used by the Lessee, the Lessee is responsible for all accidents, injuries, damages or loss of property. South Suburban and its designated representatives shall be held harmless from any and all claims resulting from the use by the Lessee.
5. Alcohol is not permitted for any bookings.
6. Decorations: Any types of CONFETTI AND/OR GLITTER are not permitted. Tape, push pins or other items which may cause permanent damage to the facility are also not permitted. A minimum \$100 fee will be assessed if found.
7. Without written District approval: No commercial concessions shall be operated, nor charged or donation requests of any kind be made of the public on the premises. Programs, circulars, pamphlets, handbills, etc., shall not be sold, given or contain advertising.
8. The District and its employees will not discriminate on the basis of race, color, religion, national origin, sex, age veteran status or disability.
9. The District prohibits discrimination based on disability for any individual or group permitted to use District facilities or properties. The District recognizes and endorses the Americans with Disabilities Act (ADA).
10. The rented area used by the Lessee shall be left in a clean and orderly manner, in the condition found. A charge for services shall be made to the Lessee if the District is left responsible for cleaning up.

Payment, Cancellation & Refund Policy:

- All rental fees must be paid prior to use.
- Payment: Payment must be made at time of booking or upon approval of any online rental requests.
- Cancellation requests require email communication to the Facility Supervisor. Verbal/phone communication is not acceptable proof/avenue/means of cancellation.
- Cancellation/Refunds: Only cancellations made by the Lessee 11 or more days prior to the scheduled rental date will qualify for a full refund of rental fees (less a \$5 processing fee).
- Cancellations made by the Lessee 3 to 10 days of the scheduled rental date will qualify for a 50% refund of rental fees.
- Cancellations made less than 3 days of rental date will not receive a refund or credit.

RECREATION CENTER ROOM SETUP OPTIONS

