GENESEE

# Genesee Foundation Facility Rental Rules For Members

The following is a list of rules for Genesee Foundation facility rental of the Vista Clubhouse/Pool and the Oxley Homestead. The Foothills Clubhouse/ Pool are not available for rental. A Rental Form must be completed prior to rental. The rental form may be found at www.geneseefoundation.org/facility-rental.

## Availability

- Facilities may be rented by lot owners in good standing with the Foundation and renters who are registered with the Foundation.
- The Vista Clubhouse and Oxley Homestead are available for rental from 8 am to 11 pm. The Vista Pool is available from 6 pm to 8 pm.
- Check with the office for occupancy limits for your event.
- The Foundation has the right to refuse rental to anyone.
- Rental is on a "first come, first serve" basis.
- Facilities may not be rented for commercial events where items are sold, or admission fees are charged. The Board may make exceptions to this rule.
- Reservations may be made up to three (3) months in advance with the deposit and the rental fee. Exceptions to this time frame will be made for catered and/or large events.
- Cancellation of the event must be made no later than seven (7) days prior to the date of the event. Failure to comply will result in forfeiture of the deposit.
- Please check the community calendar for availability prior to booking.

## Liability and Insurance

- Children's activities such as birthday parties, graduation parties, etc., involving minors (under 18) must have a 1 to 8 adult to minor ratio. The Foundation may require a list of chaperones prior to the event.
- The renter, as host, must be present throughout the entire event and is responsible for proper utilization of the facilities, payment, cleanup and securing the building. Proper utilization includes following all rules and assuring that no illegal activity occurs during the rental period.
- The Genesee Foundation reserves the right to full access during the event.
- All doors are to remain unlocked during functions and must be locked at the close of the function. At Vista and Oxley this includes the doors to the decks, front, side and rear doors, upper and lower-level doors.
- Alcoholic beverages must not be sold at functions. All applicable alcohol laws apply.
- Alcohol must not be stored in the facility prior to the event start time and must be removed immediately upon the conclusion of the event.
- The Foundation member leasing the facility shall indemnify and hold the Foundation harmless from all liability arising out of, or relating to, your event, including any liability arising out of the serving of alcoholic beverages at the function.

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**Fees and Deposits**

When 75% or more of the total number of function attendees are Foundation members, the rental fee will be waived; the damage deposit and requirement for covering any damage costs will still apply.

Rental Fees must be paid by the Foundation member.

- Vista Clubhouse
  - Rental Fee for Catered Events and/or events over 30 people: $125 per hour
  - Rental Fee for Events of 30 people or less: $75 per hour
  - Rental Fee for the Vista Pool: $250 (must be rented with the clubhouse and cost is in addition to clubhouse rental fees.)
  - Damage Deposit: $1000
- Oxley Homestead:
  - Rental Fee: $100 per event
  - Damage Deposit: $1000
- Vista Outdoor Grill
  - Rental Fee: $50 additional
- Vista Clubhouse Amenities: The Foundation may provide depending upon availability, at the renter's request: Keurig coffeemaker, a 10-cup coffee pot (coffee is *not* provided), two ice tubs, six 6' tables, three 8' tables, up to 40 folding chairs. Flip chart/easel (paper not included), projector screen, 60-inch Smart TV, Sonos speaker system and podium are also available.
- Oxley Amenities: The Foundation may provide depending upon availability, at the renter's request: TV screen w/ HDMI, Keurig coffeemaker (coffee is *not* provided), Water Jug, Flip Chart and Easel, some folding chairs.
- Requests for setup of any of the preceding must be made at least 72 hours prior to the event.
- Items provided by renter may remain on the premises until 9 am the morning following a weekday event or 10 am the morning following a weekend event with prior permission from the Foundation office. If items are not removed in a timely manner a $200 fee will be assessed.
- The rental fee and damage deposit must be made out to The Genesee Foundation; separate checks are required. The damage deposit is required prior to finalizing the reservation.
- The damage deposit will be refunded after the key has been returned and the building has been inspected and found to be properly cleaned and damage-free.

- Deposits or portions of deposits will be returned within seven (7) days, with an explanation of any charges.
- The damage deposit may be used to pay for excessive cleaning and/or repairs due to misuse or damages; charges are at the sole discretion of the Foundation staff. If charges exceed the value of the deposit, the renter will be responsible for the additional charges.
- A key is available three days prior to the reservation date and must be picked up during **business hours** at the Foundation office.
- The Facility Operational Procedures and Overall Conditions Checklist must be completed by the renter prior to the key being issued.
- A lift is available at the Vista Clubhouse for transport of persons with disabilities only. It is not to be used by caterers or vendors to move supplies. The lift key will be issued at the same time the facility key is issued. The lift key must be returned before the deposit will be refunded.
- The Foundation reserves the right to require one of its employees be on the premises for the duration of any function as deemed necessary by the Foundation. Such functions may include graduation parties, weddings, and catered events. The renter will be responsible for the cost of said employee at $45.00 per hour.

**Specific Conditions**

- Parking is available at each facility; however, it may be insufficient for some events. Parking is not to be "reserved" prior to the event. If guests must park on the road, they must adhere to Jefferson County restrictions.
- Items in the refrigerators are not for public consumption and should not be removed.
- All leftover food/drinks must be removed at the end of the function.
- Trash is to be placed in the plastic trash bags provided. Additional trash bags are stored in the bottom of each bin and under the kitchen sink. Properly sealed trash bags are to be stored in the kitchen area or the hallway near the exit. Do not place any trash outside.
- No articles of any kind shall be attached to the walls or ceiling. Any damage to the building and/or furnishings is the responsibility of the renter and the cost of repair will be handled as described above.
- Music is permitted only inside the facility and should not be audible outside.
- The cleaning of the facility is to be concluded by noon the day following the rental day. If the facility is rented the following day, the renter is required to have the clubhouse cleaned by midnight the day of the rental.
- Cleanup of the outside of the facility is the responsibility of the renter. This includes, but is not limited to, balloons, cups, cigarette butts, and trash in the grass or parking lots.
- Facility furnishings are not to be taken outdoors or removed from the premises.
- The pools, bathrooms, locker rooms, playgrounds, and sports courts are not closed to members when a function is being held, nor will any of these facilities be closed early to accommodate private functions.

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- All of the facilities are smoke free, both inside and outside on the pool deck.
- Smoking is permitted only in the parking lot, unless it is a designated red flag day or under Jeffco fire restrictions. Cigarette butts must be disposed of properly.
- Glassware shall only be used inside the clubhouse(s) and/or on the clubhouse deck and cannot be taken outside to the pool deck or into the parking lot.
- All materials should be flame retardant. No open flames are allowed (gas, propane or wood, and candles) except in the barbecue grill at Vista, if rented.
- The completed Rental Checklist and keys must be returned or dropped off in the box outside of Vista Clubhouse within 24 hours from end of the event.

**Vista Pool Rental**

- Rental includes the upper floor of the Clubhouse and the BBQ Deck and Pool area.
- Check with the Office for capacity limits for your event.
- Restrooms are open for public use when the clubhouse is open.
- The Clubhouse rental in conjunction with the pool rental is available from 4:30 pm until 11:00 pm
- The pool is available from 6:00 pm to 8:00pm.
- There are no refunds for inclement weather.
- NO glass, alcoholic beverages or smoking is allowed in the pool area at any time.
- Pool furniture may be moved but must be returned to its original configuration at the end of the event (8:00 pm).

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☐ *I have received, read, and agree to abide by the rules and regulations for this rental. I understand that staff is only available during Foundation business hours for any assistance needed.*

RESIDENT NAME & ADDRESS _____

SIGNATURE_____

CONTACT NUMBER_____ EMAIL_____

FUNCTION DATE_____

NUMBER OF GUESTS _____

VISTA_____ or OXLEY_____

FUNCTION TIMES: STARTS AT_____ENDS AT_____

NATURE OF FUNCTION_____

Signature of Foundation Representative

_____

Damage Deposit Received on_____, 20_____. Check No._____

Rental Fee Received on_____, 20_____. Check No._____