

OUTSIDE USE OF THE COMMON HOUSE AT SILVER SAGE VILLAGE (SSV)

Updated in May 2017

1. We're delighted by your interest! Please know that your group must have a Silver Sage sponsor in order to reserve space. Please see the contact information below and contact us with questions about arranging for a sponsor.
2. Please remember that Silver Sage Village is our home, and understand that Silver Sage residents may use any Common House spaces not specifically reserved for your group during the time of your event.
3. A deposit of \$50 is required in advance to hold your reservation. This deposit will be returned if your event is cancelled seven (7) days prior to the date of the event.
4. By signing below you or your group agrees to accept full responsibility for damage to or loss of SSV equipment and/or furnishings.
5. When the kitchen facilities and equipment are being reserved, an additional \$50 cleaning deposit is required in advance. The cleaning deposit will be returned within 48 hours after the event if the Common House is left clean and in the same order as found, as determined by the SSV sponsor.
6. Your group is responsible for securing licenses and insurance. SSV is not responsible for your group's failure to do so.
7. Fire code prohibits any open flames, including incense or candles.
8. Fire code prohibits more than 55 people inside the Common House common area unless weather permits outside overflow.
9. Parking for the Common House is along the street on Yellow Pine Ave. or on 16th St. or 17th St.
10. ***Smoking is not allowed in the Common House or in outside SSV common areas at any time.***
11. Our facility is not child-proof. Children must stay in the reserved area(s). ***Children must be supervised at all times.***
12. Distribution of promotional or information materials, or sale of any goods or products must be limited to inside the Common House during hours when the outside user is present.
13. Your group assumes all responsibility for promoting your event. Granting permission to use the Common House facility does not constitute endorsement by the community.
14. **Your group is responsible for cleaning the Common House after its use.** Your SSV sponsor will show a group representative the location of cleaning supplies and dumpsters, and will instruct on use of the dishwashers. **Your group must agree to the following:**
 - If attaching anything to walls or windows, use only non-damaging tape, such as painters' tape, and remove it cleanly when leaving.
 - All counters and tables will be wiped off, mugs and/or dishes put in the dishwashers and, if full, dishwashers started.
 - Room(s) used will be left neat. Floors in Dining Room and Kitchen will be swept clean.
 - Garbage, compost, and recyclable materials will be taken out to appropriate dumpsters. A new garbage bag and compost bag will be placed in the appropriate kitchen containers.
 - ***Final check-in and sign-off from your SSV sponsor must be done before your responsible representative leaves.***

Group Contact Person: _____

Phone & Email: _____

Silver Sage Sponsor: _____

Description of Event: _____

Event Date(s): *Use additional sheet if needed.*

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Additional Conditions: _____

For groups charging a fee, or for events not open to Silver Sage residents, the following fees apply.

(**Note:** For groups with special circumstances, adjustments may be possible. Please see contact information on last page.)

- \$50 minimum fee for use of any **one** of the main floor rooms for up to three hours. If desired, this can include use of the coffee pots, teapots, and mugs in the kitchen. (Group must bring its own coffee, tea, creamer, sugar, etc., and clean up afterwards following supplied guidelines.)
- \$15 per additional, non-kitchen, main floor room in addition to the minimum fee (e.g. \$65 for use of the Media Room and Dining Room for three hours).
- \$25 for use of kitchen facilities and equipment (other than coffee pots, teapots, and mugs), in addition to the minimum fee, if there are 15 participants or fewer (e.g. \$90 for use of the kitchen and dining room for 15 participants for three hours). *Note: Use of kitchen facilities and equipment requires an additional Cleaning Deposit of \$50.*
- For groups of more than 15 participants, who use the kitchen facilities and equipment, and the dining room, the fee will be \$50 an hour (at discretion of CH Team) with a three-hour minimum.
- \$25 per hour for each additional hour of use above three hours, however many rooms are used.

Dining Room Use: Y / N (Circle one)

Library/Media Room Use: Y / N (Circle one)

Yoga/Tai Chi Room Use: Y / N (Circle one)

Number of attendees: _____

Are children (16 & under) expected: Y / N (Circle one) If so, approx.. how many? _____

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Minimum 3 Hr. Usage

Fee for One Room: \$50.00 (per date)

Extra Room Fee(s) \$_____

Extra Hours Fee(s) \$_____

Total Usage Fees: \$_____

Deposit to Hold Date: \$50.00 (applied to fee, refundable if cancelled 7 days in advance of event)

Kitchen Cleaning Deposit: \$50.00 (refunded 48 hours after event if kitchen is clean and left as found)

Total DEPOSIT Enclosed: \$_____

Please Make Checks Payable to: Silver Sage Village Community Association

Send to the Attention of: EVENT RESERVATIONS
Silver Sage Treasurer
1650 Yellow Pine Avenue
Boulder, CO 80304

Contact with Questions: Sandra Bierman
Common House Team
sbierman4@gmail.com
(720) 725-7000

I hereby affirm that I have read and will abide by the terms outlined above:

Group Name _____

Signature for Group: _____ Date: _____

Please print signature name

Signature for Silver Sage: _____ Date: _____

Please print signature name