

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

December 2017

1. Thank you for booking at Silver Sage Village. Please read and sign our contract.
2. Please remember that Silver Sage Village is our home, and understand that 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 kitchen/dining room (35 people max) or media room (15 people max) 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 minimum fee for use of small rooms for up to three hours (meditation and basement exercise room)
- \$25 for use of kitchen facilities and equipment for cooking for up to three hours (other than coffee pots, teapots, and mugs). Cooking in the kitchen also requires a refundable cleaning deposit of \$50.
- \$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)

Meditation or Basement Exercise Room Use: Y / N (Circle one)

Number of attendees: \_\_\_\_\_

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

*continued next page*

**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

**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*