

**TOWN OF CARBONDALE RECREATION & COMMUNITY CENTER**  
**½ GYMNASIUM RENTAL FORM**  
**NON-PROFIT, YOUTH & SENIOR ORGANIZATIONS, SCHOOLS AND GOVERNMENT**  
**PUBLIC EVENT**

567 COLORADO AVE, CARBONDALE, CO 81623  
 970-510-1292

This agreement covers leasing of the Carbondale Recreation & Community Center’s ½ court basketball gymnasium, with the Town of Carbondale as the Lessor, and the signate of the form as the Lessee.

1. The lessor does hereby lease the following space in the Carbondale Recreation & Community Center:
  - a. ½ of Gym West Side \_\_\_\_\_ OR ½ of Gym East Side \_\_\_\_\_
2. Estimated Number of people attending the event: \_\_\_\_\_
3. For the following purpose: \_\_\_\_\_
4. The lease term shall be for:

DAY(S)	DATE(S)	TIME(S)

\*Note ½ court gymnasium rentals are only available during open gym hours when no other event, rental, program, or class is happening on the other half of the gym and can the other half of the gym can remain an open space for the public to use during your rental. Rentals are limited to 3 hours.

5. The Lessee agrees to pay Lessor the total rental fee upon the execution of this agreement. All agreements and payments must be completed 24 hours prior to the rental.
6. Insurance is required naming Town of Carbondale as an “Additional Insured” on a Certificate of Insurance Liability amount: 1,000,000 per occurrence \$2,000,000 annual aggregate & property damage amount. Proof of insurance is required upon signing of the rental agreement.
7. Cancellations made 24 hours prior to the event will be refunded the full rental fee amount paid. Cancellations made within 24 hours of the rental forfeit the full rental fee paid.
8. It is understood and agreed that this agreement does not permit the serving and consumption of alcoholic beverages on the premises with this ½ gymnasium only use agreement.
9. Lessee agrees to dry mop, clean the floors, remove all items brought in, include removal of any trash or recyclable bottles to the trash cans and recycle bins.
10. Lessee agrees to pay a \$150 damage deposit for all cleaning costs (\$40 per cleaning hour) or cost, repair, or replacement of any damaged items or property. The deposit is due on the payment due date. A refund check for any non-used portion of the damage deposit will be mailed to the lessee at the address listed on this form and received 15-30 days after the event date.

11. Lessee agrees to abide by the times established here and understands their rental may be adjacent to opening or closing of the facility, or other uses of the space and will promptly and efficiently clean up and exit when necessary to accommodate the facility closing or other user groups.

½ BASKETBALL GYMNASIUM FEE				
Amenity	Per Hour	Number of hours	Day Rate (6+ Hours)	Subtotal
½ BASKETBALL GYMNASIUM	\$48		\$243	

**Damage Deposit Due:**     \$150    

**Payment Due Date:** \_\_\_\_\_

**Total Due:** \_\_\_\_\_

I have read, understand, and agree to abide by all terms and conditions of this lease agreement executed this date of \_\_\_\_\_, 2024.

LESSEES NAME (PRINT)

LESSEES SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**For Office Use only:**

Payment Date _____ _____ Climbing Wall was left clean and undamaged. _____ Equipment such as belay devices, harnesses and shoes were returned undamaged.
_____ Cleaning charges were assessed at \$40.00 per hour. Damages were assessed as explained. \$ _____ Retained \$ _____ Returned Date: _____ Staff Signature _____

**Description of Damages:**

**Description/Purpose for Additional Cleaning:**