



The Veterans Center  
924 Lincoln Avenue  
P.O. Box 771234  
Steamboat Springs, CO 80477

Phone: 970.875-3146  
Email: [info@theveteranscenter.org](mailto:info@theveteranscenter.org)

## Facility Use Agreement

The Veterans Center (TVC) primarily accommodates the numerous and diverse needs of veterans. Individual veterans, veteran-related organizations, and partnering non-profit organizations have priority. Agreements regarding the rental of TVC space to unaffiliated individuals and organizations will be at the sole discretion of the TVC Board of Directors or facility management. The Veterans Center reserves the right to deny Facility Use requests if the purpose of the organization/event conflicts with the overall mission of The Veterans Center. Note that the Fireplace Room is not available to rent during posted operating hours.

**In consideration of use of The Veterans Center (TVC), located at 924 Lincoln Avenue, the undersigned hereby agrees to the following:**

- 1. Booking and Payment** by credit card are to be processed online. If required, users will be notified and will receive a separate invoice for any additional costs for damages, non-compliance, and extra cleaning after the event.

\_\_\_\_\_ (Initial)

- 2. Timing of Event:** Time reserved must include time to set-up and clean-up. Early access is not permitted. The undersigned or hired vendors or caterers cannot occupy the facility prior to, or after their contracted time. All event settings, food, catered supplies, and event props/equipment must be removed from the facility by the end of the contracted time. Failure to comply may result in additional fees. Refunds will not be issued for partial use of reserved time.

\_\_\_\_\_ (Initial)

- 3. Cancellation:** Request for cancellation of this agreement must be received 48 hours prior to the reservation date to receive a full refund, less processing fees. Notification not meeting this requirement will result in the loss of a one-day rental, if multiple days, or the full cost of the event, if less than a full one-day rental. All cancelled reservations will incur processing fees. See Fee Schedule on the Facility Rental page of The Veterans Center website.

\_\_\_\_\_ (Initial)

- 4. An Entry Code** will be assigned by The Veterans Center and emailed to the event contact no more than two (2) days prior to the event or by 11:30 a.m. on Friday if a weekend event.

\_\_\_\_\_ (Initial)

**5. Permission to Serve/Sell Alcohol:**

- a. If alcohol is served at the event, the event organizer must obtain an Insurance Certificate of Liability, naming The Veterans Center as an additional insured. If alcohol is served at an event open to the public, the event organizer must also obtain a "Special Event Liquor License" from the City of Steamboat Springs. Required certificates or permits must be provided to The Veterans Center before the scheduled event. At an event open to the public, any alcoholic beverage must be distributed by a representative of the sponsoring organization.
- b. Event organizers are required to apply for a "Special Event Liquor License" (one time liquor permit) from the City of Steamboat 30 days in advance of the event. A copy of the "Special Event Liquor License" must be provided to The Veterans Center prior to the event and displayed per regulations. If alcohol is being sold, a TIPS certified person must be present; otherwise, it is recommended. Note: This cannot be a TVC staff or board member. At an event open to the public, any alcoholic beverage must be distributed by a representative of the sponsoring organization.
- c. **Activities Hosted by the TVC, American Legion Post #44, and VFW Post #4264** require application for a "Special Events Liquor License" for public events where the alcohol served is not complimentary (e.g. there is an admission fee, requests for donations, cash bar). Alcoholic beverages are not permitted outside of the building except during permitted special events. If alcohol is being sold, a TIPS certified person must be present; otherwise, it is recommended. At an event open to the public, any alcoholic beverage must be distributed by a representative of the sponsoring organization.

\_\_\_\_\_ (Initial)

**6. Beverages and Paper Products:** The event organizer/host should arrange to provide bottled water, soft drinks, and other beverages for any non-veteran event, as these beverages will not be provided by The Veterans Center. Likewise, paper products such as napkins, paper towels, plastic utensils, etc. are the responsibility of the event organizer/host.

**7. Capacity:** *Total occupancy in the building must not exceed 90.*

\_\_\_\_\_ (Initial)

**8. The Sliding Glass Room Partition** shall not be moved except by authorized personnel. Tables & Chairs are not permitted outside.

\_\_\_\_\_ (Initial)

**9. Release of Liability:** At the discretion of TVC staff, a Certificate of Insurance (COI) may be required, and must include the following:

- a. The Veterans Center named as Additional Insured on the General Liability coverage
- b. A note stating the existence of a Waiver of Subrogation in favor of The Veterans Center
- c. Inclusion of a "host liquor liability" provision (if applicable)

Additionally, the undersigned indemnifies and holds harmless The Veterans Center and its officers, agents, and employees from any, and all liability, damages, loss, cost, and expenses on account of any claim, suit or action made or brought against The Veterans Center, its officers, agents, or employees for the death of, or injury to, persons or destruction of property arising

out of, or claimed to arise out of, the use of the facilities of The Veterans Center pursuant to this Facility Use Agreement.

**Note:** If required, special Event Liability Insurance may be obtained in about three days by contacting Katy Goodman at (970) 819-9249.

\_\_\_\_\_ (Initial)

- 10. Cleaning:** There will be an extra charge of \$200 if all cleaning requirements have not been met. Limited cleaning materials and supplies are provided in the janitorial closet. Clean and return all furniture to appropriate storage locations. **Please comply with all posted cleaning and storage instructions.** Clean up spills as needed. **Damages are the responsibility of the User.** Remove all event items and trash from facility; dumpsters are not provided.

\_\_\_\_\_ (Initial)

- 11. Decorations:** No balloons, glitter, candles, nails, screws, tacks, staples, hangers, tape, push pins, or other materials considered harmful or defacing to the facility are permitted. Command strips or similar non-damaging removable products are allowed.

\_\_\_\_\_ (Initial)

- 12. Security:** Security of The Veterans Center is the undersigned's responsibility during the scheduled time. The undersigned must lock the facility when leaving, unless there are other events in progress or The Veterans Center staff is present at the time of their departure. Failure to do so may result in the loss of future privileges. A TVC point of contact will be provided with Facility Use Agreement approval. *If there is an emergency and TVC staff is not on site, immediately Dial 911.*

\_\_\_\_\_ (Initial)

- 13. Firearms:** Firearms are not permitted on The Veterans Center property.

\_\_\_\_\_ (Initial)

- 14. Parking and Grounds:** On-site parking is not available. Any other use of the parking area must be explicitly approved by The Veterans Center. There is no access to outside water or electricity.

\_\_\_\_\_ (Initial)

- 15. TVC staff will not be available to assist with setting up audio-visual (A/V)** outside of posted work hours. TVC staff will make every effort to ensure TVC provided equipment is functional but is not guaranteed. The Veterans Center does not provide support of equipment not owned by TVC. Orientation on TVC-owned A/V equipment must be coordinated with TVC staff at a mutually agreed upon time prior to the date of the meeting. A/V equipment shall not be moved. Any issues should be reported to TVC staff.

\_\_\_\_\_ (Initial)

**16. Laws:** The undersigned agrees to follow all federal, state, and local laws on premises and regarding this rental.

- a. **Dogs** are not allowed in The Veterans Center except for service animals.
- b. **Smoking/vaping** of any kind is not permitted inside or anywhere on TVC property.

\_\_\_\_\_ (Initial)

**17. Unforeseen Circumstances:** In the event of mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by The Veterans Center impossible or impractical, this agreement shall be terminated or suspended at The Veterans Center's option, and the undersigned waives any claim for damage or compensation should this agreement be terminated.

\_\_\_\_\_ (Initial)

**18. Review:** This policy will be reviewed annually to ensure its continued relevance and effectiveness.



## Facility Use Agreement Addendum

### Kitchen Specific – Non-Profits Only

The Veterans Center (TVC) primarily accommodates the numerous and diverse needs of veterans. Individual veterans, veteran-related organizations, and partnering non-profit organizations have priority. Agreements regarding the rental of TVC space to unaffiliated individuals and organizations will be at the sole discretion of the TVC Board of Directors or facility management. The Veterans Center reserves the right to deny Facility Use requests if the purpose of the organization/event conflicts with the overall mission of The Veterans Center.

1. Non-profit organizations will not be charged a rental fee for the use of the kitchen; however, a cleaning fee of \$200 is required.

\_\_\_\_\_ (Initial) \_\_\_\_\_ N/A

2. Kitchen rental consists of access to two ovens, two four-burner stoves, sinks, and refrigerator/freezer.

\_\_\_\_\_ (Initial) \_\_\_\_\_ N/A

3. User will be responsible for providing all their own cooking and serving utensils, dishes, glasses, and linens.

\_\_\_\_\_ (Initial) \_\_\_\_\_ N/A

4. User will be responsible for off-site disposal of all trash and recycle materials from the facility; dumpsters are not provided.

\_\_\_\_\_ (Initial) \_\_\_\_\_ N/A



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## Facility Use Agreement – Acknowledgement

*This document is for informational purposes.  
Online booking and acknowledgement is required.*

I have read the foregoing and the definitions attached hereto and incorporated herein by this reference. I fully understand my rights and obligations in connection with the use of The Veterans Center facility.

- Requesting this reservation commits the User to the terms of this Agreement.
- The reservation will not be finalized until confirmation that this Agreement has been reviewed and full payment is received.
- A credit card is required for payment.

Date(s) of Event: \_\_\_\_\_ Facility Use Fee Amount: \$ \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Description/Purpose of Event: \_\_\_\_\_

Number of Guests/Staff/Catering: \_\_\_\_\_ Requested Space(s)  Community Room  Kitchen  
*Note: Total occupancy in the building must not exceed 90.*

Is this a Non-Profit Event?  Yes  No

If "Yes", please provide E.I.N.#: \_\_\_\_\_

### Insurance Certificate:

Enclosed  Insurance company to provide  N/A

*Note: See Paragraph 8 of this agreement.*

Will alcohol be sold or distributed at this event?  Yes  No

*Note: If yes, see Paragraph 5 of this Agreement.*

### Please provide contact information for the event:

Primary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please provide contact information for all third-party vendors hired for this event:**

*Example: Caterer, Event Planner, Event Rentals, Band, etc.*

Note: All third-party vendors must provide their own valid Certificate of Insurance that includes the following:

- The Veterans Center named as Additional Insured on the General Liability coverage
- A note stating the existence of a Waiver of Subrogation in favor of The Veterans Center
- Inclusion of a "host liquor liability" provision (if applicable)

**Vendor Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**I agree that I may be charged a fee if at the end of my reservation if I have not removed all items used for my event at The Veterans Center or otherwise not complied with the foregoing requirements.**

Signature \_\_\_\_\_ Date \_\_\_\_\_