



**Fee Policies and Contract for the
Use of “The Meeting Place” inside of Alpine Earth Center**

- I. **Purpose.** The purpose of this document is to establish guidelines in renting The Meeting Place from Alpine Earth Center.

- II. **Room Specifications.**
 - a. 435 square feet
 - b. Second story of the Alpine Earth Center
 - c. Stair access
 - d. White wall space for power point presentations
 - e. Some chairs and tables available
 - f. 40 person capacity
 - g. Additional Parking can be arranged

- III. **Facilities Available to the Public.** The Meeting Place will be available for use during the specified hours listed below. It is available to noncommercial and commercial use by the general public, including: public, private, nonprofit organizations, civic organizations, religious groups, community oriented groups, and residents of Summit County.
 - a. **Non Profit Entities** – For non profits who are not charging for the meeting or class, there will be no charge for space available. We offer a limited number of availabilities per month for nonprofit groups so please call well in advance.
 - b. **All Other Entities** – For a meeting or a class that is not a nonprofit entity, there will be a charge. Please see below.
 - c. Alpine Earth Center reserves the right to refuse approval for the use of The Meeting Place by any user.

- IV. **Rates.** Refer to listed chart

Availability			Rental Charge		
Month	Times	Days	First Hour	Second Hour	Minimum (hr)
April-September	Daytime (7am-5pm)	Sat-Sun	\$35.00	\$20.00	1
	Evening (5pm-10pm)	Sat-Sun	\$35.00	\$20.00	1
	Daytime (7am-5pm)	Mon-Fri	\$30.00	\$15.00	1
	Evening (5pm-10pm)	Mon-Fri	\$25.00	\$15.00	1



- V. Room Policy.**
- a. Use of The Meeting Place allows 15 minute set up and break down, before and after event unless otherwise agreed upon by both parties.
 - b. If you would like to rent the room for the entire day or weekend please call Sherie at 970-468-8189 for additional rate information.
 - c. The deposit must be paid in full at the time of booking. The rental fee must be paid at the time of the class.
 - d. Alpine Earth Center reserves the right to refuse approval for the use of The Meeting Place by any user.
 - e. Alpine Earth Center reserves the right to change the fee schedule at any time.
 - f. The Meeting Room must be fully vacated within the rental time agreed or we at the Alpine Earth Center reserve the right to use the deposit for the increased rental time. Unless otherwise agreed and put into the rental contract, all rentals must terminate by 10:00 p.m.
- VI. Deposit.** All rentals, including non profits, must give a \$100 deposit in advance of the event. We accept Visa, Mastercard, and local checks. This deposit will be held until after the event and an inspection ensures that no damage has occurred.
- VII. Discounts.** Alpine Earth Center has initiated two types of discounts. For those who are renting the room on a regular basis we will offer a 10% discount on the total price. If you pay in advance then we will offer another 10% discount on the total price. For those renting the room multiple times per week a flat fee can be arranged.
- VIII. Damages.** The renter agrees to be fully financially responsible for any damage of the property in The Meeting Room and/or the building, grounds and parking lot. If the renter does not take responsibility Alpine Earth Center reserves the right to hold the entire deposit.
- IX. Cancellation.** If you need to cancel your class for any reason in order to receive a full refund you must notify Sherie or Kristen two weeks in advance of your scheduled class. It will be your responsibility to notify anyone who has signed up to take your class. If you do not cancel the class within the two week time frame, Alpine Earth Center reserves the right to keep the entire rental fee.



X. The Meeting Place Rules.

- a. The renter must let us know if there will be more than 15 cars at any event so proper parking may be obtained.
- b. Children must be accompanied by adults and may not leave the room unsupervised.
- c. All materials/decorations must be removed from The Meeting Place upon leaving.
- d. No more than 40 people allowed at The Meeting Place.
- e. No smoking in The Meeting Place.
- f. Renters must obey the laws of the State of Colorado and ordinances of the Town of Silverthorne.

XI. Possible Events at the Meeting Place.

- a. Yoga, Qi Gong, etc
- b. Gardening
- c. Dog Classes
- d. Finance Lectures
- e. Health Workshops
- f. Arts and Crafts
- g. Second Languages
- h. Book Clubs
- i. Birthday Parties
- j. Baby and Wedding Showers
- k. Business Meetings
- l. Community and Civic Groups
- m. Realtor Meetings
- n. Holiday Parties

I, _____, agree to the above policies as a prospective renter of The Meeting Place.

Renter Signature _____ Date: _____

The above information is accurate to the best of my knowledge.

Alpine Earth Center Representative: _____ Date: _____



**Contract for the
Use of "The Meeting Place" inside of Alpine Earth Center**

I, (renter) _____, have agreed to rent The Meeting

Place for the following dates: _____.

For the following price per class: _____, per month: _____.

I agree to the above listed policies while renting this space.

Listed Discounts if any: _____

Total Price for the month of _____ after discounts due by _____ will be _____.

Notes:

Renter Signature _____ Date: _____

Alpine Earth Center Representative: _____ Date: _____