



## 2018 Policies for Use of the East Montclair Community Center

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Please take the time to read this important rental information. Contact Jonathan Lurie at [jonathanl@mhyc.net](mailto:jonathanl@mhyc.net) or 720.407.7281x326 if you have any questions.

**1. Confirmation:** All reservations will remain tentative until they are confirmed by MHYC. To initiate a reservation, this form must be filled out completely and submitted via email to [jonathanl@mhyc.net](mailto:jonathanl@mhyc.net), fax at 720.407.7286 Attn: Jonathan Lurie, or mail to 6740 East Colfax Ave. Denver, CO 80220. There is a required \$100.00 cleaning deposit. All organizations must have a credit card on file to serve as a cleaning fee deposit. A confirmation will be emailed to you once this form and the deposit information has been received.

**2. Cancellation:** All room deposits are fully refundable in the event of cancellation. Deposits will be refunded upon reservation cancellation with advanced notice.

**3. Payment:** Room deposits can be paid with a check or by credit card over the phone by calling 720.407.7281 x326.

**4. Set-up and clean-up:** You are responsible for ensuring that the following rules are adhered to by those setting-up/cleaning-up the premises:

- a. You are responsible for setting up the EMCC community room as you need it. Please plan for the appropriate amount of time to do so. Your setup/clean-up time must be included in your reservation time.
- b. EMCC is happy to provide wireless internet for community room users; you can access this network by selecting "MHYCGuest2" and using the password: milehighyouth.
- c. We are not able to provide use of A/V equipment such as projectors, conference call phones, etc.
- d. You are fully responsible for clean-up of the premises. Clean-up should include the following: placing all tables and chairs back to where they were found upon arrival to the room; emptying trash cans and throwing trash in dumpster in the parking lot behind the building; cleaning up the kitchen if it was used; checking all bathrooms and cleaning up if needed; cleaning any spills to community room floors and making sure all lights, throughout the building are turned off before leaving.
- e. In the event of any missing items, damage or cleaning needed for the EMCC community room, your \$100 deposit will not be returned.

### 5. Working Facility

While our associates enjoy meeting visitors, the East Montclair Community Center is a working facility. Please assist us by keeping noise level in mind during daytime meetings. Please refrain from having conversations in the hallways of the building. Cell phone use is not permitted in the hallways of the building. We ask that groups visiting the meeting space provide a facilitator to greet and direct guests to the meeting room on evenings and Saturdays. **All guests must enter and exit the building through the side entrance, which leads to the Community Room.**

**6. Restrictions:** Guest assumes full responsibility for ensuring the following are adhered to. Should such actions occur, Mile High Youth Corps reserves the right to end event/meeting at any time or not allow your organization to use the space in the future.

- a. No illegal activities allowed (i.e. gambling, sale or use of illegal drugs, etc.)
- b. No alcohol consumption allowed.
- c. **No smoking allowed. This includes smoking in the parking lot. In the event that we receive a complaint about your group smoking in the parking lot, you will no longer be eligible to reserve space at EMCC. The parking lot is the property of the neighboring church and they are kind enough to allow parking. Please respect their restrictions.**
- d. EMCC will not tolerate any type of violent, threatening, and / or intimidating behavior. The host organization agrees to conduct the event/meeting in an orderly manner. The host organization assumes full responsibility for the conduct of all persons in attendance at the event/meeting and for any damage done to any part of the EMCC premises during any time the premises are occupied by the guest, invitees, employees or independent contractors employed by the host organization.
- e. All guests to the building need to be quiet and respectful of Mile High Youth Corps staff working in the building. Behavior that results in disruption of a good working environment will not be tolerated.
- f. All guests are responsible for restoring the room to the condition in which it was found.

**7. Use of Key:** The key is located in a lockbox in the doorway on the east side of the building, about halfway down the building along Newport St (not the corner entrance to MHYC). **All guests must enter and exit the building through the side entrance, which leads to the Community Room.**

- a. Your organization's contact person will be responsible for coordinating with Mile High Youth Corps staff to obtain the current code prior to the event/meeting. **To obtain the current lockbox code, please contact Jonathan Lurie at [jonathanl@mhyc.net](mailto:jonathanl@mhyc.net) or 720-407-7281 ext. 326, one week prior to your event.**
- b. You must return the key to the lockbox at the end of your event
- c. You are responsible for ensuring that all of the lights are turned off inside the EMCC facility and all doors are secured and locked upon exit of the facility.
- d. All guests are responsible for restoring the room to the condition in which it was found. All trash and recycling should be cleaned up and orderly. If your group throws away food items, the trash must be taken to the dumpster located in the parking lot. Any damages may result in a holding of the deposit.

**8. Parking:** You and your guests may park in the parking lot south of the building. Please do not park in the spots directly south of the building as these are reserved for MHYC and tenant business needs. You may also park on the street (take note of parking signs for time limits). Please also do not park in the spots along the east side of the building. These are reserved for MHYC and our tenant's staff. **There is absolutely no smoking permitted in the parking lot.** This lot belongs to a neighboring church and there is no smoking allowed on their property. **In the event that MHYC receives a complaint about your group smoking in the parking lot, you and your organization will no longer be eligible to reserve space at EMCC.**

Upon completion of using the EMCC community room, the cleaning deposit will be refunded. The deposits will not be refunded if your organization does not adhere to the policies listed above. To receive a refund of your deposit, please contact Jonathan Lurie at [jonathanl@mhyc.net](mailto:jonathanl@mhyc.net) or 720.407.7281 x326.



## Deposit and Policy Form for the East Montclair Community Center

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### Contact Information

Name of Group / Organization: \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Deposits

\$100.00 – damage/cleaning deposit

Deposit Payment Type:

MasterCard  Visa

Check (made payable to Mile High Youth Corps)

### Credit Card on File

Cardholder's Name (as it appears on the card): \_\_\_\_\_

Credit Card # (MC or Visa only): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing address: \_\_\_\_\_

### Meeting Information

Date and Time of Event/Meeting(s): \_\_\_\_\_

Please allow adequate time; your organization is responsible for set-up and clean-up.

Reoccurrence  Monthly  Weekly  
on \_\_\_\_\_ (day of week or month; i.e. First Thursday)

Expected number of Attendees: \_\_\_\_\_ Media Coverage:  Yes  No

Catered:  Yes  No Caterer's Name: \_\_\_\_\_

Caterer's Arrival Time (you must be present for caterer's delivery): \_\_\_\_\_

Other Notes:

Please sign and date below to acknowledge your understanding of and compliance with the procedures of the Mile High Youth Corps as outlined in our guidelines.

By signing this document, \_\_\_\_\_ will  
*(organization name)*

irrevocably and unconditionally agree, to defend, indemnify and hold harmless the Mile High Youth Corps and each of its officers, directors, associates and agents, from and against any and all claims, liabilities, losses and expenses arising from or in connection with any act or omission associated with the use of the East Montclair Community Center. This agreement is valid for all reservations made by the named organization's contact person listed above for the 2018 calendar year. I understand that if another person in my organization wishes to reserve the room, an additional policy form must be completed and signed by that person. I understand and acknowledge that costs associated with cleaning and damage as set forth in the Meeting Space Guidelines (Amended November 29, 2017) will be charged to the credit card on file.

Please be sure the representative attending the event (if different from the person submitting the request form) is aware of all policies and requirements for meeting space usage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**PLEASE BE SURE YOU RECEIVE AN E-MAIL CONFIRMATION** — Space is scheduled when the request form and deposit are received. You will receive an e-mail confirmation within 72 hours after your form is received. If you do not receive confirmation, please contact Jonathan Lurie at 720-407-7281 x326 or jonathanl@mhyc.net or resend your form to Mile High Youth Corps. Confirmation indicates that your room has been reserved.