



# RMFI

## Tava Conference Room & Mark Hesse Training Room Rental Agreement 2024

1. Rental Period: Scheduled event time INCLUDES setup/cleanup time. Renters are not permitted to arrive earlier than, or remain in the facility later than, their scheduled time. If additional time is needed, prior arrangements need to be made with RMFI's Community Engagement Coordinator. Any rental group that stays longer than their scheduled time will be charged an additional hourly fee.
2. Catering: The renter may hire the catering vendor of their own choice or supply their own food for the event. The renter understands the facility is not equipped with cooking/heating appliances and, therefore, should take this into consideration when planning their catering menu.
3. Cleaning: Renters are required to leave the facility in its original condition. To avoid cleaning fees, renters are required to notify a RMFI staff member prior to departure for a walk-through inspection. If excessive trash, stains, spills, or food remains in the facility once the rental group has departed, renter agrees to pay an \$85 cleaning fee. This fee will be added to the renter's invoice or charged to the renter's credit card listed on this agreement.
4. Trash, Recycling & Compost: Trash, recycling and compost containers are located in each meeting space. Please sort waste according to the signs on the bins. RMFI Staff will remove all waste at the end of the event. Improperly sorted waste will end up in the trash.
5. Parking: There is ample parking in front of the RMFI office. The event guests have permission at no additional cost to use these parking spaces at their own risk. RMFI will not be responsible for any damage to cars, loss of property or personal injury as a result of parking in these lots. These parking lots are open to other tenants of the building and renters cannot reserve spaces specifically for their event.
6. Accessibility, Pets & Smoking: A wheelchair ramp is located at the main entrance on the east side of the building. All restrooms are handicap accessible. Unless a disability service animal, pets are not permitted inside the facility at any time. According to Colorado state law, smoking is not permitted in the building or within 15 feet of any entrance.
7. Noise: RMFI is a working facility. *During Weekday rentals*, renters are expected to keep their noise at a respectful level and to keep conference room doors closed while meetings are in session. *During Evening rentals*, renters are solely responsible for any noise violations/citations.
8. Liability & Damage: RMFI will not be held responsible for any personal injury of any guests or other individual(s) that occurs during the event, inside or outside the facility. The artwork shall only be handled by a RMFI staff member and the renter will be held responsible for damage to artwork or other property as a result of failure to comply. The renter is required to return the space to its original condition at the end of each rental. The renter agrees to pay for repair of any damage to the space caused by the guests or renter, and/or pay for replacement of any missing items. This includes items such as: AV equipment, walls, floors, artwork, windows, furniture and fixtures.
9. Cancellations & No Shows: To cancel an event, the renter is required to notify RMFI at least 2 business days prior to the scheduled event date. For Weekday rentals, failure to notify RMFI of the cancellation at least 2 business days prior to the event or failure to show up for the event will result in a \$50 cancellation fee. For Evening rentals, failure to notify RMFI of the cancellation at least 5 business days prior to the event or failure to show up for the event will result in a fee equal to half (1/2) of the total rental cost.
10. Building Capacity: In accordance with current fire code, both front doors must be unlocked if the building capacity exceeds 50 people. Renters are required to notify RMFI prior to their event if their total event attendance may exceed 50 people.
11. Changes or Cancellations related to COVID-19: COVID-19 related restrictions (enforced by the organization and/or local governments) may cause unforeseen room rental changes or cancellations. RMFI will attempt to email the renter (at the

original requestor's email address) at least 30-days prior to the scheduled rental, unless circumstances make this impractical. Agreement changes may be related to terms of use and/or fees. If changes are required and the renter does not wish to comply, then the renter may cancel the agreement. Please see section 9, above, for RMFI's cancellation policy.

**By signing below, both parties are bound by the terms and conditions listed in this contract. The renter certifies that they are of legal age and have read and fully understand all of the conditions listed on this rental agreement. The renter agrees to abide by the room rental conditions as stated above and charging the credit card provided.**

\_\_\_\_\_  
\*Renter Representative (Signature)

\_\_\_\_\_  
\*Date

\_\_\_\_\_  
\*RMFI Representative (Signature)

\_\_\_\_\_  
\*Date

\_\_\_\_\_  
\*Renter Representative (Printed Name)

\_\_\_\_\_  
\*RMFI Representative (Printed Name)

**RENTAL DETAILS - TO BE COMPLETED BY RENTER \* ALL FIELDS REQUIRED \***

Date(s) of Rental:		Weekday (8am - 5pm)	
Start Time(s): (Including Setup)		Mark Hesse Training Room (seats 22 at tables up to 36 theater style)	
End Time(s): (Including Cleanup)		Tava Room (seats up to 12)	
Please indicate if you need any of the additional services below.		Outside of Weekday Hours	
<input type="checkbox"/> Full-Day (over 4 hours) \$425	<input type="checkbox"/> Half-Day (4 or less hours) \$285	<input type="checkbox"/> Full-Day (over 4 hours) \$285	<input type="checkbox"/> Half-Day (4 or less hours) \$225
<input type="checkbox"/> Rolling Whiteboard, Markers, Eraser	Included in both	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Terrace Room
<input type="checkbox"/> Video Conferencing or Projector	Included in Mark Hesse Training	<input type="checkbox"/> Early (7am – 8am) or Evening (5pm – 8pm) Minimum of two (2) hours required for evening event \$125/hour	

**RENTER INFORMATION - TO BE COMPLETED BY RENTER \* ALL FIELDS REQUIRED \***

Organization:	
Renter Representative Name:	
Renter Representative Title:	Contact Phone:
Email Address:	
Mailing Address:	Mailing City, State, Zip:

**PAYMENT INFORMATION & AUTHORIZATION \* REQUIRED TO HOLD RESERVATION \***

Credit Card Number:	Expiration Date:
Name on Card:	3-Digit Code on Back:
Billing Address:	Billing City, State, Zip:
	Specific Requests: (Optional)
Authorized Signer (Print Name):	
Authorized Signature:	Date:

**TO BE COMPLETED BY RMFI REPRESENTATIVE**

Total Amount Due:	Date Charged / Invoiced:
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