



**Norwood Park and Recreation
District** 1555 Summit Avenue / PO BOX 645
Norwood, CO 81423
(970) 327-0148

Policy and Regulations

Priorities for use and fees are based upon the type of group, organization, or individual requesting the reservation. Please see NPRD fee schedule to determine applicable rates and fees.

Application Information

Applications for use of facilities may be submitted not less than 10 days or more than 11 months in advance of your event.

1. To check availability please contact the Norwood Park & Recreation District at (970) 327-0148, or by e-mail at norwoodparkandrec@gmail.com.
2. Facilities are not available on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.
3. All forms, rental fees and damage deposit must be submitted prior to reservation scheduling. Email norwoodparkandrec@gmail.com for online rental application. Payment may be submitted in person or by mail to:
PO BOX 645,
Norwood CO. 81423
4. Permission to use facilities will in all cases be in compliance with applicable state and local laws governing the use of public buildings.
5. Events serving alcohol are subject to additional fees, review and approval by NPRD before event scheduling.
6. The damage deposit may be refunded/returned after NPRD has inspected the facilities for damage and confirmed they are in acceptable condition.

Rescheduling, Relocating, or Canceling a Reservation

1. Cancellations with 30 days notice are subject to a full refund of the deposit and rental fee.
2. If Lessee requests a reservation cancellation or reschedules within 10 days of the scheduled event all efforts to accommodate rescheduling will be made but cannot be guaranteed.
3. Occasionally, NPRD may find it necessary to reschedule or relocate a reservation due to unforeseen circumstances. In that event, NPRD will give as much notice as possible. In the event of such a cancellation, the entire rental fee and damage deposit will be refunded.

Use of Facilities

1. All events in which alcohol will be served must comply with Town, State and Federal laws.
2. Both facilities are non- smoking. Smoking is PROHIBITED within 15 feet of either building.
3. Illegal gambling or other conduct detrimental to public or NPRD interest shall not be permitted on premises. In addition, any material, substance, equipment, or object, which is likely to constitute a hazard to the property, is not permitted without the prior written consent of NPRD.
4. Parking is permitted only in the designated areas and is not permitted on grass or landscaped areas.
5. Use of the Facilities must be in compliance with applicable state and local laws governing the use of public buildings.
6. Groups including individuals less than 18 years of age must be adequately chaperoned by parents, faculty, or school staff members.
7. No pets shall be allowed at indoor events without prior approval from NPRD with the exception of ADA compliant service animals.
8. There shall be no alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about the premises without prior approval.
9. NPRD reserves the right to refuse admittance to any agent, vendor, or guest of the lessee at the sole discretion of NPRD.
10. The lessee is responsible for the removal of all supplies and materials used in conjunction with the event immediately upon its end. NPRD shall assume no responsibility for lessees property before, during, or after the event. The lessee shall clean the facilities immediately upon the end of the event and shall return the facilities to the same condition that existed prior to commencement of the event.
11. Facility rental time is not to exceed the contract time. Any time beyond this (either before or after) will be billed in half hour increments. Overtime charges may apply. You are responsible for coordinating with any vendors that may be servicing your event during the prescribed times.

Signature: _____

Print Name: _____

Date: _____

Date(s) reserved: _____

Facility : _____