



**On Tap Credit Union  
Usage Agreement for Community Room**

Event Date:

Application Date:

Organization Name:

Contact Person 1

Name:

Phone:

Email:

Contact Person 2

Name:

Phone:

Email:

**Event Details:**

Event Start Time

Event End Time:

Name of Event:

Type of Event:

Anticipated Attendance:

Public Event:

Alcohol:

Food Served:

Would you like drinks provided? (\$25 charge):

Notes:

I have read and agreed to uphold the established Usage Agreement for usage of the On Tap Credit Union facilities. The Renter agrees to indemnify and hold harmless On Tap Credit Union and its employees from and against all claims, damages, losses, and expenses which may arise while utilizing this facility.

**Signature of Renter:**

**Date:**

**On Tap Credit Union Representative:**

**Date:**



### **Purpose**

The purpose of the On Tap Credit Union rental agreement is to provide a formal document to allow usage of the Community Rooms by outside individuals or groups. Usage by outside groups will be made available only after scheduled activities/program needs of On Tap Credit Union have been met.

### **Policies**

All renting applicants must be 18 years or older.

#### **Reservation -**

- Reservations for rental space will not be accepted more than 6 months in advance of the requested date.
- Reservations will be accepted on a first come/first served basis.
- A minimum donation of \$35 per hour, paid to the Credit Union, in order to utilize the Community Room.

Cancellation – In the event of a cancellation, please notify the Credit Union 24 hours prior to the reservation.

### **Usage Guidelines & Regulations**

- Rentals will only be authorized if they do not conflict with any On Tap Credit Union sponsored programs or activities.
- Parking will not be permitted in the Credit Union parking lot during business hours. Alternative parking can be found on the side streets next to the building.
- Event volume must be at an appropriate volume level during business hours to ensure day-to-day business can be conducted.
- Smoking will not be permitted in the Credit Union.
- The Branch Manager is responsible for scheduling and authorizing all reservations.
- Reservations will be authorized based on the proposed usage of the facility. The primary intent of this rental agreement is to provide facilities recognized for community usage.
- Facility must be clean after each use. Any item brought in must be removed or properly disposed of. Tables must be cleaned, and the trash bagged.
- On Tap Credit Union is not responsible for providing food and/or beverage for the event. We can add a \$25 charge if you'd like drinks to be provided. Drinks include water and soda only. Arrangements must be made prior to the event with the Branch Manager.
- Decorations, signage or other materials may not be tacked, pinned, taped, glued, etc. to any surface that is not designed for such purpose.
- Activity/usage by the Renter must be confined to the Community Room.
- No alcohol is allowed to be consumed on On Tap Credit Union's property as a liquor license is required per state policy.



# On Tap Credit Union® 2024 Usage Agreement

However, if partnering with a non-profit or a license is obtained arrangements can be made with the Branch Manager.

- Rentals involving youth (17 years and younger) may require the appropriate ratio of adult supervisors/chaperone as determined by the Branch Manager.
- The Renter shall use the facility in a safe and careful manner and shall comply with all applicable Municipal ordinances of the City of Golden and County of Jefferson and the laws of the State of Colorado and the United States of America, and the General Policy and all other rules and regulations prescribed by the Fire and Police Departments and other governmental authorities, as may be in force and effect during the rental period.
- All On Tap Credit Union rules and regulations must be adhered to and the directions of the branch staff must be obeyed.
- It is understood that the Credit Union reserves the right to control and manage all spaces within the branch and to enforce all necessary and proper rules for the management and operation of the branch and to enter the Community Room at any time and on any occasion. The Credit Union also reserves the right, but not the duty, through its duly appointed representatives to eject any objectionable person or persons from the premises and the renter waives any and all claims for damages against the Credit Union or any and all of its officers, agents, or employees resulting from the exercise of this authority.
- In the event the Credit Union is rendered uninhabitable by reason of any defect, deficiency, failure or impairment of the water supply system, drainage system, heating system, electrical system or refrigeration system leading to or on the rented premises or any other reason, or the Credit Union is damaged by fire, or if for any other reason, including but not limited to strikes, acts of God, which renders the fulfillment of this Rental Agreement by the Owner impossible, the Renter waives any and all other claims.
- The Renter shall be liable for any and all claims of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone whomsoever rising out of the Renter's negligence by reason of the Renter's operation, use or occupation of the Credit Union's facilities. The Renter shall save harmless and indemnify the Credit Union from all loss, cost and expense rising out of the Renter's negligence, and the Renter shall pay for any and all damage to the property arising from such negligence.
- The Credit Union assumes no responsibility whatsoever for any property placed in the Center, and the Owner is expressly released and discharged from any and all liabilities for any loss, injury or damages to persons or property.
- NO CONFETTI, GLITTER, RICE, CANDLES, OR SPRAY STRING ARE ALLOWED.
- The renter will be responsible for any lost or damaged audio-visual equipment used during an event which belongs to the Credit Union.