



City of Englewood Gymnasium Rental Information – Multi Day Rentals*

*One day rentals can be made online at englewoodrec.org
 Englewood Recreation Center
 1155 W Oxford Ave, Englewood, CO 80110
 303-762-2680

Step 1 – Submit A Request

1. Complete the Gymnasium Request Form and submit to Sara Stant at sstant@englewoodco.gov
2. Requests must be submitted at least **3 days prior** to desired reservation date. Minimum one hour rental required.
3. Submitting request form does not guarantee rental.
4. Rental request will not be considered if there is a past due balance on the organization’s account.

Step 2 – Secure A Permit

1. Recreation Supervisor will process gymnasium request forms on first come first served basis.
2. A Confirmation email will be sent to the renter when the permit is finalized. When the renter receives the permit, the renter is responsible for checking the dates and times of the permit to ensure accuracy.
3. The renter will submit a Certificate of Insurance (General Liability), naming The City of Englewood as additionally insured for a minimum of \$1,000,000 liability per occurrence using the address 1000 Englewood Parkway, Englewood CO 80110.
4. For any rentals where children under the age of 18 will be participating, renter must submit the completed and signed Jake Snakenberg Youth Concussion Act acknowledgement form.
5. Once the general liability insurance and Jake Snakenberg Youth Concussion Act form are submitted, the renter will receive the final permit.

Step 3 – Payment Process

1. Once general liability insurance is submitted and the renter has approved the final permit dates and times, payment is due in full.
2. If a payment plan is necessary, it must be established at the time of final permit.
3. Payments can be made in person at the Englewood Recreation Center, by check made payable to The City of Englewood, or online at www.englewoodrec.org under your account login.

Cancellation/Refund Process

1. In the event the renter decides not to use a reserved date, a **minimum 7-day notice** must be given to the Recreation Supervisor via email to be eligible for a refund. Any notice given less than 7 days from date of rental is not eligible for refund or credit.
2. Changes to dates and times of reservation must also be no less than 7 days in advance. The renter will be able to make 3 changes to their current permit, however a processing fee of \$10 per change will be added to the permit for any changes made after the 3rd change.
3. On a rare event where the Englewood Recreation Center is unable to open due to weather or other events out of our control, renters will be notified as soon as possible, and issued a credit for any cancelled reservation times.

Determination of Future eligibility to rent gymnasium/rooms

The Recreation Supervisor reserves the right to cancel or reschedule a rental at any time. Actions which may warrant cancellation include:

- Fees and/or required documentation are not submitted prior to deadline.
- Damage or alterations to gymnasium or Englewood Recreation Property.
- Participants, spectators, coaches, or officials have demonstrated problematic, dangerous, or violent behavior. All parties associated with the rental is subject to the City of Englewood’s Standard’s of Behavior.
- Sub-leasing of time is strictly prohibited. Renters found to be sub-leasing will lose all current and future access to facility rentals.
- The Organization is in violation of the City of Englewood’s non-discrimination policy which prohibits discrimination on the basis of race, religion, color, gender, nation origin, age, disability or any other basis prohibited by state or federal law.

Rental Priority

1. Englewood Park and Recreation Programs
2. Englewood Youth Sports Organizations and Englewood School District
3. Returning User groups in good standing
4. New user groups or new requests from existing user groups

Rental Schedule

SEASONS	Requests Accepted
Winter: December 1 - February 28	September 1
Spring: March 1 – May 31	January 1
Summer: June 1 – August 31	April 1
Fall: September 1 – November 30	July 1

*If your rental spans multiple seasons, any dates that fall within a different season will be subject to rental season date openings.

*Facility Hours are Monday-Thursday 6am-9pm, Friday 6am-8pm, Saturday and Sunday 8am-5pm



COMMUNITY USE OF CITY OF ENGLEWOOD FACILITY RENTAL AGREEMENT- Gymnasium

Rental Regulations:

1. Rentals are accepted on a first come, first served basis. Englewood Parks, Recreation and Library and City sponsored activities have priority for use of the facility.
2. Rental is not confirmed until the total rental amount is paid. Or until a payment plan is established.
3. A City employee must be on site when facilities are used under this rental agreement.
4. Both setup and breakdown time are included in the rental. Rentals that extend their time will be charged accordingly.
5. No food or drinks are allowed in the gymnasium except for water unless permission is obtained in advance, in writing and emailed to Englewood Recreation Center Supervisor. Abuse of the facility will result in additional charges for repairs and/or maintenance being billed to the renter.
6. The renter is responsible for the group's behavior. Adult supervision of children is always required. If the behavior of the group is unacceptable, the group may be asked to leave. This reservation is for the gymnasium only and does not give exclusive access to the rest of the recreation Center.
7. The organization renting the facility accepts full financial responsibility for any damage done to the gymnasium during the rental period. Damage fees will be charged to the organization, including labor charges at \$25 per hour.
8. Gym reservations require a 1 hour minimum. All rental hours will be charged to the full hour.
9. Changes to the initial contract may result in additional charges or loss of use of the facility.
10. The City of Englewood and its representatives reserve the right to reschedule a rental event should mitigating circumstances arise regarding the City's need for the facility. If rescheduling becomes necessary, the City of Englewood will provide the organization renting the facility with advanced notice when possible.
11. Reservations are refundable when the cancellation is requested at least 7 days prior to the date of the reservations.
12. Volleyball Nets must be set up and taken down by the user group, ensuring orderly return of equipment. Rentals are only to use the SILVER POLES, blue poles are for league play only and if used additions fines will be incurred, and your group could be asked to leave.
13. Basketball goal height can be adjusted, user group responsible for adjusting height and returning it to regular height after use. Dunking is prohibited.
14. No tobacco, vaping, illegal use of drugs or alcoholic beverages are permitted in the facility or its surrounding areas including the parking lots.
15. The City of Englewood and the Parks & Recreation Department must approve charging admission, and selling items, including refreshments. A Special Event License from the City may be needed and attached to the contract before signing.

The organization renting the facility is responsible for...

- A. Providing adequate liability insurance if renter is operating as a business. City of Englewood assumes no liability/responsibility for personal injuries or property damage under this agreement.
- B. Securing appropriate personnel to handle traffic and crowd control. This is the sole responsibility of the organization renting the facility and is an additional expense outside the contract.
- C. Submitting insurance information and full payment to the Englewood Recreation Center within 2 business days of receipt of Permit. Your reservation is not finalized until you receive confirmation of your payment.
- D. Supervising rental participants and attendees during the rental. This includes making sure that attendees remain in rental areas and that everyone adheres to the rules and regulations of the facility. Failure to abide by facility rules and regulations may result in immediate forfeiture of the facility rental and forfeiture of fees paid.
- E. Cleaning up the facility completely. This includes sweeping, mopping (as needed), stacking chairs, returning tables to storage location (if applicable), removing decorations (including tape) etc. Failure to properly clean the facility may result in additional charges to the contract and loss of future rental privileges.
- F. The Parks & Recreation Department reserves the right to require the renter to pay the services of an off-duty police officer to be present during the rental. If this is a requirement it will be discussed at the time of the facility reservation.



Englewood Recreation Center Gymnasium Permit Request Form

1155 W Oxford Ave, Englewood CO 80110 - 303-762-2680 - www.inglewoodrec.org

Please complete the information on this page and submit to Sara at sstant@englewoodco.gov
Submitting a request form does not guarantee rental.

Contact Information:

Name:	
Organization:	Team Name:
Address:	
Cell Phone:	Email:

Sport and Purpose:

Select One:	Basketball	Volleyball	Soccer	Other	If multiple sports/events please use one form per sport/event.
Select One:	Practice	Game	Tournament		
Age Group:	Returning User?		Yes	No	

Specifics:

Date(s)	Time <small>(Includes set up & tear down)</small>	Day	Full Gym	Half Gym	Special Requests <small>(hoop height, curtain, etc.)</small>
ex: 1/15/24 -2/26	3:00pm-5:00pm	Mondays	X		curtain down

Acknowledgement

_____ I have read and agree to the policies and procedures laid out in the City of Englewood Gymnasium Rental Information.
Initial

_____ I have read and agree to the policies and procedures laid out in the City of Englewood Facility Rental Agreement.
Initial

I hereby agree and understand that it is my responsibility to oversee all parties affiliated with the rental and to ensure compliance with all policies, rules, regulations, ordinances, and guidelines of the City of Englewood Parks, Recreation, Library and Golf Department. I understand that any violations may result in immediate cancellation of the reservation(s) and/or revocation of the current an/or future permit(s).

Signature of Applicant:	Date:
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All rentals are subject to change or cancellation at any time due to Force majeure and the requirements following that event outside of human control.

Office Use Only

Form Received:	COI Received:	Youth Concussion Act Received:
Permit Approved:	Payment Received:	Permit Sent:
Permit Denied:	Notes:	



Englewood Recreation Center Gymnasium-Cancellation/Change Request Form

1155 W Oxford Ave, Englewood CO 80110 - 303-762-2680 - www.engagewoodrec.org

Please complete the information on this page and submit to Sara at sstant@engagewoodco.gov
Submitting a request form does not guarantee refund.

Contact Information:

Name:	
Organization:	Team Name:
Address:	
Cell Phone:	Email:

Change Request:

Original Date	Original Time	New Date	New Time	Full Gym	1/2 Gym	Office Use: Approved?

Cancellation Request:

Date	Time	Reason	Office Use: Approved?

Acknowledgement

Initial	I understand that my original permit allows up to 3 changes at no cost, any changes made after the third change will be charged at \$10 processing fee per change or cancellation.
Initial	I understand that if I request a change or cancellation less than 7 days prior to an existing rental I am responsible for the rental fee and will not be eligible for a refund.
Initial	I understand that once a cancellation or change has been submitted I have forfeited the time and space and will not be able to rebook the space and time as it will be eligible for others to reserve.

Signature of Applicant:	Date:
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All rentals are subject to change or cancellation at any time due to Force majeure and the requirements following that event outside of human control.

Office Use Only

Form Received:	COI Received:	Youth Concussion Act Received:
Permit Approved:	Payment Received:	Permit Sent:
Permit Denied:	Notes:	

updated 11/23



Jake Snakenberg Youth Concussion Act:

In order to best safeguard its constituents, particularly its young public, the City of Englewood is in compliance with the **Jake Snakenberg Youth Concussion Act**. While the organization/renter is a private entity, by participating on City fields, it shares the same responsibility for compliance with this Act. As such, the organization/renter must employ its own means and methods to adhere to the Jake Snakenberg Youth Concussion Act, and by signing below the organization/renter state you are in compliance.

Organization Name

Printed Name

Signature

Date