



Community Center Rental Request

Parks & Recreation

Date Requested: _____ Times Requested: _____

Event: _____ # of People Attending _____

Requested By: _____ Phone # _____ Email: _____

Address: _____ Gilpin Resident: YES / NO

Room Requested: _____ Kitchen: YES / NO

of Swimmers _____ ***Must be given to Aquatics a week in advance if more than 10 swimmers**

Are times within normal building hours: YES / NO If not, what staffing arrangements must be made?

Please note: There will be minimum charge of \$20 for every hour rented outside of normal business hours to help cover extra staffing costs.

Setup Requested:

of Tables: Rectangular: _____ Round: _____ # of Chairs: _____

Chair Setup: Theater Style At the tables

Other Setup Instructions (lectern, projection screen, TV, etc.):

Office Use Only:

Room	Capacity	Resident Rental	Non-Resident Rental	Community Group Business Meetings	Community Group Event Rental
Multi-Purpose Room (MPR)	130	\$70/hr	\$125/hr	No Charge	\$60/hr
MPR- 1/2	75	\$50/hr	\$100/hr	No Charge	\$40/hr
Gymnasium	200	\$40/hr \$200 Floor Cover?	\$80/hr \$200 Floor Cover?	Not Available	Contact Director
Gymnasium- 1/2	100	\$25/hr \$100 Floor Cover?	\$30/hr \$100 Floor Cover?	Not Available	Contact Director

Room Price: _____ X Number of Hours: _____

Additional Costs: _____

Total Amount: _____ Cash _____ Check # _____ Payment Date _____

Staff _____ Entered in Max Galaxy Date _____ Given to Aquatics _____

Gilpin County Community Center & Fairgrounds
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