



## Norwood Park and Recreation District

1555 Summit St., PO Box 645

Norwood, CO 81423

[www.norwoodparkandrec.org](http://www.norwoodparkandrec.org)

[Play@norwoodparkandrec.org](mailto:Play@norwoodparkandrec.org)

970-327-0148 (msgs)

## Policies and Regulations

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

## Requests for Reservation

- Requests for reservations for use of facilities may be submitted not less than 7 days or more than 11 months in advance.
- To check availability, visit the NPRD website calendar: [www.norwoodparkandrec.org/events-calendar](http://www.norwoodparkandrec.org/events-calendar), or email [play@norwoodparkandrec.org](mailto:play@norwoodparkandrec.org), or leave a message at 970-327-0148.
- Submit a request by completing the information on the webpage under "Make A Reservation". First time users will need to create an account: All organizations and individuals need to create an account on the NPRD booking system before reserving a facility. Password needs to include 8 letters (both upper and lower case) and 2 numbers. \*\*\*All new accounts will require an email authentication to complete account registration.\*\*\* (check your junk/spam folder if you don't see the authentication email.) Once your account is registered you will be able to make and change all your reservations online. All new and changed facility reservations will be complete once approved by NPRD staff. Your reservation time will be held until staff approval.
- Facilities are not available Thanksgiving Day, Christmas Day, or New Year's Day.
- All forms, rental fees, and deposits must be paid, and the Rental Agreement completed prior to occupancy of the facilities. Fees may be paid via online payment link included in the Invoice, or by mailing a check to NPRD, PO Box 645, Norwood, CO 81423. Rental Agreement may be signed online, or a printed copy will be made available.
- Permission to use the facilities will in all cases be in compliance with applicable state and local laws governing the use of public buildings.
- The damage deposit may be refunded/returned after NPRD has inspected the facilities and confirmed they are in acceptable condition.
- Use of the Livery sound system, projector, stage, and other accessory equipment must be arranged in advance.

## **Rescheduling, Relocating or Cancelling a Reservation**

- Cancellations 30 days or more in advance are eligible for a full refund.
- If Lessee requests rescheduling within 10 days of the event, all efforts will be made to reschedule as requested but cannot be guaranteed. If rescheduling is not possible, this will be considered a cancellation.
- If Lessee cancels within 10 days of the event, and the facilities are not rebooked, no refund will be given.
- If NPRD finds it necessary to reschedule or relocate a reservation due to unforeseen circumstances, NPRD will give as much notice as possible. If the event cannot be rescheduled or relocated, NPRD will provide a full refund.

## **Use of Facilities**

- It is the responsibility of the Lessee to ensure any events in which alcohol will be served comply with Town, State, and Federal laws.
- All facilities are non-smoking. By Colorado statute, it is not permitted to smoke within 15-feet of any entrance.
- Illegal gambling or other conduct detrimental to NPRD or public interest is not permitted on the premises. In addition, any material, substance, equipment, or object which is likely to constitute a hazard to the property is not permitted without prior written consent of NPRD.
- Parking is permitted in designated areas only, and is not permitted on grass or landscaped areas.
- Use of the facilities must be in compliance with applicable state and local laws governing the use of public buildings.
- Groups including individuals less than 18 years of age must be adequately chaperoned by parents, faculty, or staff members.
- No pets shall be allowed at indoor events without prior approval from NPRD with the exception of ADA compliant service animals.
- There shall be no alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about the premises without prior approval.
- NPRD reserves the right to refuse admittance to any agent, vendor, or guest of the Lessee at the sole discretion of NPRD.
- 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 Lessee property before, during, or after the event.