

**Chipita Park Association  
Marcroft Hall Rental Agreement**

The Rental Agreement is between the Chipita Park Association, a Colorado Corporation, hereinafter referred to as ASSOCIATION and,

\_\_\_\_\_ hereinafter referred to as RENTER.

**1. TERM.** The RENTER is to obtain possession for use of Marcroft Hall, hereinafter referred to as HALL, 9105 Chipita Park Road, Chipita Park, Colorado

for the dates of \_\_\_\_\_ to \_\_\_\_\_

from the hours of \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.

RENTER agrees to vacate the HALL no later than \_\_\_\_\_ AM/PM on

the day of \_\_\_\_\_.

**2. RENT.** The rent is \$\_\_\_\_\_ plus a cleaning and damage deposit of \$150.00, receipt of which is acknowledged. The cleaning and damage deposit will be returned within ten (10) days after the end of the rental provided the HALL is left in satisfactory condition. RENTER acknowledges that the premises were

in satisfactory condition when possession was obtained and, if not, shall immediately contact the ASSOCIATION'S representative noted below.

**3. USE OF THE HALL.** The guidelines for use of the HALL are printed on the reverse side and are part of this rental agreement.

**4. RELEASE AND INDEMNIFY.** The RENTER releases the ASSOCIATION and waives any claims against the ASSOCIATION for any person injury or property damages which the RENTER MAY SUBSTAIN BY VIRTURE OF THE RENTAL OF THE HALL. The RENTER indemnifies the ASSOCIATION and agrees to hold it harmless from the claims of any third persons for personal injury or property damage which results from rental of the HALL. The term "ASSOCIATION" includes the officers, directors, and members of the ASSOCIATION in their individual and official capacities.

**5. RENTER RESPONSIBILITY.** The RENTER will be responsible for any and all activities in the HALL and it's premises incurred during the rental agreement. The RENTER agrees the rental usage of the HALL shall be lawful and will be responsible for any damage to the HALL by RENTER and RENTER'S guests.

The parties have signed this Rental Agreement for this day of \_\_\_\_\_.

RENTER acknowledges receipt of a copy of this agreement and that he/she has read all portion of this agreement including the Guidelines.

\_\_\_\_\_  
Chipita Park Association, Representative

\_\_\_\_\_  
RENTER

***Note: Our receipt of your signed agreement and your check will reserve your requested date.***

RENTER Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rental Fee: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

\*Cleaning and Damage Deposit: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

*\*Refundable within 10 days after the rental when HALL is left in satisfactory condition.*

**For Questions and Concerns:**

**Scott Valey, Marcroft Hall Rentals Coordinator**

**719-684-2342**

**[jscottvarley@gmail.com](mailto:jscottvarley@gmail.com)**

---

**Marcroft Hall Guidelines**

- Welcome to Marcroft Hall. We're happy to have you here. We only ask that you help keep up the condition of the HALL so that we can make it available to others.
- Please leave the HALL as you found it. Should there be any problem with the cleanliness or condition of the furnishings when you open the HALL, please notify us immediately. We would appreciate your help.
- The floors should be swept, mopped as needed and the dust placed in the trash containers for removal from the premises.
- We ask that you remove all trash from the restrooms and hall and put into the dumpster. Place clean plastic liners in the trash containers.
- Please do the same with the restroom trash containers.
- The tables and chairs should be wiped down and returned to the storage room.
- Be sure that the stove is turned off and all the sinks are wiped clean.
- If you use the refrigerator, please wipe off the shelves and body of the appliances.
- Please close the blinds, making sure the windows are closed and locked.
- Return the thermostat to its original position if applicable.
- Areas of major spills should be mopped.
- Turn off the lights and be sure the door is locked.
- All dish towels, dusting clothes and dish washing sponges should be left laundered and clean, and if removed for this purpose, should be returned.
- All broom, mops, and floor cleaning equipment should be cleaned after each use.
- Turn off swamp cooler and overhead fan.
- Stove should be turned off and cleaned. Microwave should also be clean
- We are located in a residential neighborhood. Noise level should be reduced after 10:00 PM.

**Thank you for your help.**