



# Multipurpose Room Rental Information

The Multipurpose Room is a large meeting/activity room with a patio area. This room also has the capability of being divided into two smaller rooms.

2211 Eppinger Blvd.  
Thornton, CO 80229  
303-255-7830  
goCOT.net/Rentals

To begin the room rental process, please complete and submit the *Room Rental Request Form* located at visit [gocot.net/rentals](http://gocot.net/rentals) or call 303-255-7830 for assistance.

## ROOM RESERVATION DATES

### JANUARY-APRIL

*Renting window opens on November 1.*

### MAY-AUGUST

*Renting window opens on March 1.*

### SEPTEMBER- DECEMBER

*Renting window opens on July 1.*

## Reservation Fee

Rentals totaling \$275 and under are due in full at reservation. Rentals over \$275, require a \$275 deposit that will be applied to the balance. The remaining amount is due two weeks before the event.

## Rental Hours

Monday – Friday  
5 a.m. – 9 p.m.

Saturday & Sunday  
8 a.m. – 6 p.m.

After-hours rentals are available until 11 p.m. Premiums will apply.

## Alcohol

In order to serve alcohol, a Thornton Alcohol Permit must be submitted 30 days in advance. A \$150 damage deposit is also required. Consumption of alcohol is only permitted for a maximum of four (4) consecutive hours between the times of noon to 11 p.m. This includes beer, wine and spirituous liquor. Cash bars are not permitted.

Security is required during the serving and consumption of alcohol. (One police officer for rentals up to 149 people and two officers for groups of 150+.) Thornton will schedule off-duty police officers during the appropriate times for an additional cost.

## Rental Equipment

The Thornton Community Center has several items available for rent to help assist you with your party or event. Please see the rental chart on the reverse side of this flyer for more information.

## Smoking

Smoking is prohibited inside the Thornton Community Center and within 100' of any facility entrance.

## Setup and Cleanup

Tables and chairs will be setup for you by city staff at no additional cost. No decorations may be attached or taped to the walls, windows or ceiling. Any damage could result in loss of deposit. It is your responsibility to remove trash from the tables and floor, decorations and any other supplies you bring in.

## Cleaning Deposit

Depending on the size, duration or planned activities of your rental, a cleaning deposit of \$150.00 may be added to your reservation fee. If the room(s) are found to be damaged, unsanitary or excessively messy after your rental, a portion or the entirety of this deposit may be retained. Cleaning supplies will be provided to all rental groups and recreation staff will be available to guide groups on what needs to be cleaned to ensure the full return of the deposit.














**THORNTON**  
PARKS, RECREATION &  
COMMUNITY PROGRAMS



# THORNTON COMMUNITY CENTER

All rental fees include set-up of tables and chairs only. All additional set-up and clean-up is the responsibility of the renter. Capacities will vary according to room set-ups. Each room is equipped with a small kitchenette.

Resident Non-Profit guests must provide proof of 501(c)(3) status in Thornton.

AREA TO BE RENTED	RESIDENT	NON-RESIDENT	RESIDENT NON-PROFIT	AFTER HOURS PREMIUM
Eppinger/Russell Rooms (Capacity 114)   TC \$	\$50/hour + tax	\$100/hour + tax	\$40/hour	\$100R/hour + tax \$150NR/hour + tax
Eppinger Room (Capacity 50)   TC \$	\$25/hour + tax	\$50/hour + tax	\$20/hour	\$50R/hour + tax \$75NR/hour + tax
Russell Room (Capacity 50)   TC \$	\$25/hour + tax	\$50/hour + tax	\$20/hour	\$50R/hour + tax \$75NR/hour + tax
Hoffman Room (Capacity 50)   TC \$	\$25/hour + tax	\$50/hour + tax	\$20/hour	\$50R/hour + tax \$75NR/hour + tax
Community Building (Capacity 40)   TC \$	\$16/hour + tax	\$20/hour + tax	No Charge	\$41R/hour + tax \$45NR/hour + tax
Conference Room (Capacity 16) \$	\$16/hour + tax	\$20/hour + tax	No Charge	\$41R/hour + tax \$45NR/hour + tax
After Hours Gymnasium, both courts (wood floor) \$	\$89R/hour	\$97NR/hour	<ul style="list-style-type: none"> <li> Alcohol with permit and \$150 damage deposit.</li> <li><b>TC</b> Tables and chairs available at no additional charge. Exact number MUST be indicated with reservation.</li> <li><b>\$</b> Subject to reservation deposit cancellation charge of \$150.</li> </ul>	
After Hours Gymnasium, one court (wood floor)	\$57R/hour	\$61NR/hour		

A/V Package includes: Media Projector, Microphone, Connection Cords/Cables	\$50/day Must be reserved in advance.
RENTALS SERVING ALCOHOL Up to 149 people = One police officer 150+ people = Two police officers (2-hour min., 4-hour max.)	\$55R/\$64NR <i>per officer, per hour</i> No alcohol served after 11 p.m., must be out of the facility by midnight.