

Mesa School House - General Information

33985 South Hwy 40, Steamboat Springs, CO 80487

OFFICE HOURS: Monday – Thursday, (7:30 AM – 5:30 PM); Friday, (7:30 AM – 11:30 AM)

PAYMENT AND ALL REQUIRED DOCUMENTATION DUE AT TIME OF RESERVATION

Your reservation may be cancelled if payment (via Credit Card) & Documentation is not received at time of reservation.

TIMING OF EVENT: Your reservation must include the time to set up and to clean up for your event.

PAYMENT: Is (due at time of reservation) by credit card via your profile in the ActiveNet Reservation System.

DAMAGE DEPOSIT: \$100 (no alcohol) or \$500 (serving alcohol) (INCLUDES \$20.00 KEY DEPOSIT).

- Deposits must be secured with a credit card in your profile via our ActiveNet Reservation system.
- The card will not be charged if it is there as security only.

KEYS: You are responsible for picking up the key prior to your event.

- Key to be picked up during office hours at the Elkins House at 927 Oak Street
 - Please call 970-871-8264 to arrange a pick up time.
 - Key can be picked up on the day of your event or on Friday if your event is on the following weekend
- **Return Key:** to the Elkins House or to City Hall within 2 days after your reservation. If offices are closed please return the key to the Utility Payment drop box located to the left of the front door of City Hall.
- You may be charged a \$20.00 fee if you do not pick up keys during office hours or a \$20.00 replacement fee if you lose the keys or fail to return them within 2 days of your reservation.

MAXIMUM CAPACITY (Building Code): 49

CLEAN UP: Please be courteous – this is a historic treasure.

- **Clean up and trash removal is the responsibility of the user. There is not a trash receptacle onsite so please take all trash with you.**
- Return all furniture to original location, remove large pieces of trash from floor, clean and put away kitchen items used, clean any appliances used, remove your items from the refrigerator, empty all trash receptacles, & etc.
- Vacuuming is not necessary; please sweep floor/carpet if necessary.
- Your damage deposit will be forfeited in the event this clause is not met. Damage above and beyond the deposit is the responsibility of the user.

EQUIPMENT PROVIDED (Free of Charge):

- **TABLES**
- - 2 (6' rectangular)
- - 2 (card size square)

- **CHAIRS**
- 26 Sturdy
- 26 Folding

- **KITCHEN**
- Refrigerator/Freezer
- 30 cup coffee pot
- Microwave
- Oven
- Dishes for 12
- Dishwasher
- Waste Basket

HISTORIC FURNITURE - (Not For Use)

- 1 Double Desk Chair
- 2 Single Seat Desks

OTHER

- Portable lectern
- Pulldown projection screen
- Lectern Table

INSURANCE: A Certificate of Insurance, or proof thereof, for \$1,000,000 of general liability coverage with the City of Steamboat Springs named as additional insured, shall be provided by the undersigned.

- Email to tchilders@steamboatsprings.net or fax to (970) 879-8851 - Attn: Terisa Childers.
- This Certificate may be obtained by calling the agency that provides your homeowners insurance.

Mesa School House - General Information – continued

ALCOHOL: If the undersigned represents a Non-Profit Organization, the serving of alcoholic beverages must be pre-approved via a Special Events Permit. This Permit may take up to 30 days to obtain. **The City Clerk's office must be contacted regarding this Special Event Permit, at (970) 871-8248.**

- If the undersigned represents the **General Public**, the serving of alcoholic beverages is allowed without a Special Events Permit, provided that the event is by invitation only, and no money is involved. (No cash bars and the cost of the alcohol cannot be hidden in an entry fee.) To obtain permission to serve alcoholic beverages **the City Clerk's office MUST be contacted, at (970) 871-8248.** User will receive written approval from the City Clerk's office.
- **Alcoholic beverages are NOT permitted outside of the Mesa School House.**

MISCELLANEOUS:

- **Time reserved must include set up and clean up time.**
- **Payment** (via credit card only) & use agreement is due at time of reservation before approval will be given.
- **Depending on the weather the facility is rentable:**
 - May 1st through September 30th.
 - Use of the Mesa School House property is from 7:00 a.m. to 10:00 p.m.
 - No outside activity is allowed after 9:00 p.m.
 - If a tent or canopy is erected it must be taken down the day of the event by 9:00 p.m.
 - The facility is closed October 1st through April 30th.
- **There is no exterior lighting** on the Mesa School Property except for three existing light poles. Lights will only be in use while a function is going on. When the Mesa School Building is not in use the lights must be turned off, please do this prior to leaving. Switch is on outside wall facing highway under large circuit breaker box.
- **No signs** or banners are allowed.
- **No commercial activities** are permitted on the Mesa School Property (this includes but is not limited to auctions, bake sales, flea markets and trade shows).
- **Parking** – there are 25 spaces; no overnight parking is permitted on the Mesa School Property. Parking is allowed only in designated parking area and off-site parking is not permitted.
- **No smoking** or open flame on the Mesa School Property.
- **Port-o-lets** are not permitted on the Mesa School Property – there are two indoor bathrooms.
- **Water is not potable – bring your own water.**
- **Electrical** – overloading outlets in kitchen may cause the breaker to trip. Avoid using multiple outlets in the kitchen at the same time. Fuse box is located on the outside of the schoolhouse.

City of Steamboat Springs
P.O. Box 775088, Steamboat Springs, CO 80477
Attn: Terisa Childers / tchilders@steamboatsprings.net /
Please visit the City website at: www.steamboatsprings.net
Phone: (970) 871-8264 Fax: (970) 879-8851