

THE RETREAT
RESIDENT ACTIVITY/GROUP APPLICATION

15250 W. Evans Avenue Lakewood, Colorado 80228

Phone 303-980-5450

Activity/Group: _____

Purpose: _____

Resident sponsor's name: _____

Phone number: _____

Email address: _____

Meeting space requested:

_____ Retreat Main Building only (capacity 100)

_____ Retreat Main Building/Patio (capacity 150)

_____ Patio only (capacity 50)

_____ Fitness Room only (capacity 20)

NOTE: Every effort will be made to accommodate the group/activity's request.

Available hours of the Retreat for resident activities or groups:

- Monday – Friday: 10:00 AM to 4:00 PM
- Wednesday evening: 6:00 to 9:00 PM*
- Saturday: 10:00 AM to 1:00 PM

* Resident-sponsored activities and groups have priority to use the Retreat on Wednesday evenings (or board-approved alternate Monday to Thursday evenings). Only one **evening** resident-sponsored activity or group per week is authorized. If no activities or groups are scheduled to use the facility ten days prior, non-residents may rent the facility with the established fees assessed.

All residents have an opportunity to reserve the Retreat for resident activities or groups. The resident sponsor, in compliance with the conditions below, must submit a Resident Group/Activity Application for approval by the Fossil Ridge Metro District Boards prior to scheduling the activity. No charge for admission to a resident activity is permitted. Residents wishing to sponsor a business or commercial event during the times set aside for resident groups/activities must submit a rental agreement that identifies an alternate day.

Expectations for resident-sponsored activities and group:

- Activities/groups may meet only during the established Retreat hours of operation available for resident activities or groups.

- Residents must be in good standing with District and HOA regarding fees in order to sponsor activities and groups.
- The resident applicant must be at least 21 years of age. The applicant, or their resident designee, must be in attendance during the entire time of the activity.
- Decorations may be hung with non-abrasive tape such as blue painters' tape or command strips, but no Scotch tape, tacks, pins, or nails may be used.
- Activities and groups will be on a trial basis for 90 days to justify the attendance requirements for the space they have requested. Attendance at approved events will be evaluated once a quarter to justify continued use of the Retreat and to ensure that District funds are being appropriately expended.
- Activities and groups are responsible for clean-up, proper storage of folding tables and chairs, removal of decorations, removal of trash, and replacement of Retreat furniture to its original location. Hostesses will ensure clean-up is adequately completed at the end of an activity.
- Activities and groups must vacate their used space by closing time.
- Activity and group events will be published on a monthly calendar.

As the activity or group sponsor, I acknowledge that:

- Use of the Retreat is a benefit, not a right. If unforeseen scheduling issues arise, a group may be rescheduled or provided an alternate meeting location.
- Alcoholic beverages may be served if the group abides by the following conditions: (1) no fee will be charged, either directly or indirectly (i.e., no cash bar); (2) no alcoholic beverages will be served to any person under the age of 21 or to any intoxicated person; and (3) bartenders must be both TIPS-certified and insured, as well as not a guest at the event. The Retreat staff reserves the right to request proof of age. BYOB events do not require a bartender or additional staff.
- The Retreat is a non-smoking facility, including all inside and adjacent outside areas. Any violations will result in a \$100 fine per offense for the offender. Smoking is permitted east of the Retreat at the stone structure. All smoking material must be disposed of in the approved receptacle.
- The activity or group is solely responsible for any damage to the facility and its furnishings during the activity or group event.
- The Retreat staff is not required to set up or clean up after an activity.

Signature of applicant

Date

Signature of CRS and/or Retreat staff

Date

Date of Board Approval