

## **Rental Fee Statement for Government Center**

- **\$20 deposit** is due at the time of the rental application and is required in order to hold the reservation date
  - If the room rental is free no deposit is required
  - **This deposit is non-refundable**
  - Payment can be made online or at the Government Center
  - All checks for payment should be made payable to the **City of Englewood**
- Failure to pay the deposit or rental fees in the specified time may result in loss of use of the building for the date requested
- Any part of an hour is considered an extra hour
- Final balance is due within 2 days of the rental of the rooms
- No alcoholic beverages can be served at any time
- The responsible person is liable for any damage to the facility or equipment during the event
- All tables and chairs are returned to original layout
- Trash must be collected and placed in trash receptacles
- Room assignments are decided by staff according to the needs and availability.
- Free Public WIFI (COE-PUBLIC) available if terms are agreed to.

<b>WEEKDAYS and EVENINGS</b>		
Monday to Thursday 8am to 9pm		
Friday 8am to 5pm		
	<b>First 2 Hours</b>	<b>Additional Hours</b>
<b>Englewood Non-Profit</b> <ul style="list-style-type: none"> <li>• Englewood public service organizations</li> </ul>	No Charge	No Charge
<b>All Other Non-Profit</b> <ul style="list-style-type: none"> <li>• Non-profit groups not affiliated with Englewood</li> </ul>	\$20	\$10 per hour
<b>Events/and Private Parties</b> <ul style="list-style-type: none"> <li>• All other groups</li> <li>• Private parties</li> <li>• Profit-making groups and individuals</li> </ul>	\$100	\$30 per hour