

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.

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