



Library & Cultural Services Division  
15051 E. Alameda Parkway  
Aurora, Colorado 80012  
303.739.6660 & 303-739-6657 (fax)  
www.auroramuseum.org

**Facility Rental Information**

Revised 08/23/23

**Aurora History Museum**

15051 E. Alameda Parkway  
Aurora, CO 80012  
303-739-6660 and 303-739-6657 (fax)

**Public Hours:**

Tuesday – Friday, 9am-4pm  
Saturday – Sunday, 11am - 4pm

Thank you for your interest in using our facility. To help make your decision regarding use of the Museum’s Community Gallery, please read this information carefully and inquire about availability.

**Valerie West** Visitor Services Manager

**Space available for rent: Community Gallery (42’ X 28’ or 1,176 square feet)**

**Times when rentals are allowed: Tuesday – Sunday 4:00 pm – 10:00 pm  
Monday 8:00 am – 10:00 pm**

The room comes with the following for no extra charge: 10 Rectangular tables (seating up to 6 people each), 70 chairs, podium, whiteboard or flip chart stand, and restroom facilities. *Renter sets up tables and chairs and puts them away.*

The room is available with the following for a \$25 AV Equipment fee: 12’ X 12’ Wall-sized projection screen, digital projector, and speakers on an AV cart for presentations. (You supply the computer and program.) An adapter to plug a Mac Computer into the projector is available for check out with your car keys or ID. (We’ll hold your keys or ID until the adapter is returned.) The projector uses a VGA connection.

**Rental Fee Structure Definitions**

**Commercial** – Room is used for revenue-producing functions such as auctions or dances.

**Standard** – Company meetings, educational workshops, small parties, receptions, or showers.

**Community** – Aurora based non-profit groups, public school or church groups, and Colorado or Federal agencies.

**City of Aurora (CoA)** – Administrative use by City departments, City registered neighborhood organizations, and organizations whose purpose relates to those of the provider department.

**Rental Rates (effective April 1, 2017)**

**Commercial:** \$54.00 per hour with a 3-hour minimum (or \$150.00)

**Standard:** \$38.00 per hour with a 3-hour minimum (or \$114.00)

**Community:** \$32.00 per hour with a 3-hour minimum (or \$96.00)

**CoA:** \$20.00 per hour. This administrative booking fee covers the need to hire a rental supervisor to work onsite *when the museum would normally be closed to the public*. This fee is already figured into the commercial, standard and community rental rates listed above.

**AV Equipment Fee:** \$25

**CoA Only Administrative Booking Guidelines:** It is imperative that advertised exhibits displayed in the Community Gallery are open to the public during the museum’s normal public business hours. **Mondays are available for daytime administrative bookings because the museum is regularly closed to the public then.** Please inquire about availability at least two weeks before the needed date(s). Regular rental rates do not apply if a city employee from the department running the meeting or event is present in the Community Gallery through the entire duration of the booking time. The \$25 Set-Up fee and the hourly Administrative Booking Supervisory Fee do apply.

**General Information**

Because of the uniqueness of our collection and the need to protect exhibits and the gallery spaces in our facility, the Museum does not allow any activity or event which may result in damage or disturbance to the collection or facility. Events that may interfere with public use during business hours may be prohibited. All activities, events or entertainment at the Museum must be appropriate for the facility and be approved in advance by the Museum. Museum programs and activities always have priority of facility use. The Museum reserves the right to determine appropriate use. The Community Gallery is available for use by groups, organizations, and businesses when the Museum is closed to the public and there is no conflicting Museum activity. Museum facilities may not be used by groups for events or functions that may conflict with the interest or mission of the Museum or be in direct competition with the Museum’s programs. Resolutions of conflicts are made by the Museum's Executive Director.

**1. Political Activities**

- a. Individual candidates or groups (e.g. a political party or candidate support group) may rent the facility for activities. These are considered private rentals.
  - b. City Council members may conduct ward/public meetings concerning Council business at no rental charge, but the supervisory fee does apply. This qualifies as an administrative booking.
2. The Museum does not provide storage. You will need to bring what you need with you and leave with everything you bring on your rental date.
3. The renter is solely responsible for all setup, cleanup and take-down. Renter's **Set-up and take-down responsibility include arranging and putting away tables and chairs. Please plan for this.** Chairs and tables (if plastic tablecloths weren't used) must be wiped clean after use. **Cleanup also includes vacuuming the carpet if needed and cleaning up all wet spills or food debris to prevent stains.** A regular vacuum cleaner, a wet steam vacuum cleaner and a bucket of basic cleaning supplies are available for the renter's use.
4. The renter is responsible for any decoration for the event. **The renter must plan on doing any room preparation or "tear down" as a part of their rental time and not plan on a "pre or post rental time" to accomplish this.** Any decoration which could cause damage to the Museum (including walls, woodwork, ceiling, and floors) cannot be used. Example: use of nails, tacks, paint, bleach, staples, adhesive tape, silly string, bubbles, etc. is not allowed. Nothing is to be attached to walls, ceilings, or gallery track lighting. Removing exhibit panels from the walls is not allowed. Centerpieces, banners for tables and weighted balloons filled with helium are acceptable decorations. All decorations must be removed and/or disposed of by the renter immediately following the event.
5. There are no kitchen facilities available to renters except for use of a sink. However, you may bring in your own prepared food and serve it in the Community Gallery. **Associated trash must be taken out of the Museum by the renter.**
6. Call or visit the museum's website to [inquire about rental time and date availability online](#). If requested date and time are available, you will receive a link via email to complete a Facility Renter Information Form online. This form is used to start the rental permit process. You may also call or complete and return the attached Facility Renter Information Form to begin.

#### **Facilities Use Policy**

*Revised 10/10/19*

#### **The Policies found herein have been made by the Aurora History Museum and the City of Aurora.**

1. Receipt of applicable fees and a signed agreement is necessary to guarantee your reservation. Refunds of deposits should be processed within two weeks after your event. However, **deposits may be partially or wholly retained for the following reasons:**
  - a. Your room use extended beyond the contracted rental time.

- b. You did not leave the room in the condition you found it. Any unusual cleanup, replacement of items used, or repairs required after your event which exceeds the deposit will be billed to the user. **This includes the need for professional carpet cleaning to remove stains from the carpet** (i.e. coffee spills, cake frosting, etc.). It costs the city of Aurora approximately \$150 each time the Gallery carpet requires professional cleaning.
- c. There is no refund for unused space or time.
- d. Aurora Police Department is called to respond to any altercation.
- e. See no. 2 for our policy on cancellations.

All funds due must be paid before room use. **Special Note: A deposit cannot be used toward payment of the rental or other fees. These are separate issues.**

- 2. In the event you cancel your rental arrangement, a full refund of all fees will be issued if said cancellation is given 14 days or more before your scheduled event. Should your cancellation occur less than 14 days before your scheduled event, the Museum will refund only the rental use and supervisory fees, while keeping the deposit. Should the Museum find it necessary to cancel the arrangement, there will be a return of all fees.
- 3. The renter is responsible for returning all AV equipment, furniture and the vacuum cleaner intact. The renter will be charged the monetary replacement value of any broken item. Any such amount which exceeds the deposit will be billed to the user.
- 4. No public door or corridor may be blocked in any way. The lobby area may not be used for beverage or food set up. The Museum reserves the right to determine and enforce basic safety standards and accessibility to exits.
- 5. Children must always be supervised and cannot be left unattended in the exhibit galleries, Hands-On Room or any other area of the building. The renter must accept responsibility to monitor all children.
- 6. Musical amplification is permitted within reason during the hours when the Museum is closed to the public. All forms of entertainment must be reviewed and approved in advance by the Museum.
- 7. The use of lighted candles, sterno cans or other types of open flame is strictly prohibited within the Museum.
- 8. The Museum does not furnish any utensils, plates, cups, serving dishes, tablecloths, etc. It is strongly recommended that you bring tablecloths (plastic or cloth is fine).
- 9. Pets are not allowed in the Museum except for service dogs.
- 10. There is no smoking in the building. Smoking is permitted outside only - at least 150 feet away from entrances.
- 11. All deliveries of supplies and/or equipment (i.e. dance floor, etc.) must be made the day of the event, and prior arrangement must be made with the Museum. All rental items must be removed immediately following your event. If you have an evening event, you may arrange for your rental items to be picked up between 8:00a.m. and 9:30 am the following morning on weekdays or between 10:30 a.m. and Noon on weekends. The Museum assumes no responsibility for rental items left in the Museum.

12. All printed material (invitations, announcements, press releases, etc.) relating to your event must be submitted to the Museum for approval before they are put in their final printing stages. Exceptions: invitations to birthdays, baby showers, or wedding related rentals.
13. The Museum is not liable to the user, its guests, agents, performers or employees for any personal property. Additionally, it is the sole responsibility of the user to follow all applicable local, state, and federal safety rules and regulations and to maintain safe conditions for workers, activity patrons, guests, and the public.
14. Renter may not deny participation in the scheduled event based on discrimination in any form.

#### **ALCOHOL POLICY:**

1. **All events involving alcohol must be approved** by the Museum director or designee. The Museum director or designee reserves the right to deny the presence and service of alcohol in any rental event.
2. If the renter receives approval from the Museum to serve alcohol, he/she must sign an agreement acknowledging awareness of and commitment to adhere to the Museum's rules regarding alcohol.
3. If the renter receives approval from the Museum to serve alcohol no one under the age of 21 years will be served alcohol.
4. If the renter receives approval from the Museum to serve alcohol the renter cannot charge guests for the alcohol.
5. The renter will make sure no one leaves the event intoxicated or they will have a plan in place for transportation for their guests.
6. Alcohol is restricted to **white wine, champaign, or light-colored beer only** at the Aurora History Museum. No hard liquor or red wine is allowed. Alcohol may not be served for more than four (4) consecutive hours and must be stopped at least one hour prior to the scheduled closure of the event. (EXAMPLES of what would be okay: one round of Champaign for a toast at a retirement party or one round of mimosas at a bridal shower.)
7. Individual glass bottles are not allowed.
8. Event guests may not bring their own alcoholic beverages to an event. If alcohol is permitted, it must be provided and served by the event host or designee from a preassigned location. Consumption of alcohol is restricted to the area/room contracted by renter.
9. Should violations of any of the above provisions occur, the event will be shut down by City employees responsible for the facility, a summons by the Aurora Police Department may be issued, and rental deposit forfeited.

The Colorado Liquor and Beer Code provisions listed below, apply to the sale, service, dispensing or consuming of alcoholic beverages in all city-owned facilities.

1. 12-47-901 (1) (a) It is unlawful for any person to sell, serve, give away, dispose of, exchange, or deliver or permit the sale, giving, or procuring of any alcoholic beverages to or for any person under the age of twenty-one years of age.
2. It is unlawful for any person to have in his possession alcoholic beverages in any public place, or upon property owned by the State of Colorado or in the City of Aurora when such person is under twenty-one years of age.

It is unlawful for any person to knowingly, or under conditions which an average parent or guardian should have knowledge of, suffer or permit any person under twenty-one years of age, of whom he may be parent or guardian to violate the provisions above.

**OBTAINING ALCOHOL PERMIT FOR “SPECIAL EVENTS”:**

A “Special Event” is defined as any public or private event involving fees or charges to the guests where alcohol/liquor will be served or provided. For all Special Events a “Special Events Permit” will be required. This permit can only be obtained by a registered, non-profit organization. Permit costs range from \$20 - \$50. Applications must be made forty-five days in advance at the City Licensing Office. The renter must take care of this. The museum does not do this on renter’s behalf.

It is imperative that you read and fully understand the rental agreement you will be signing as it is a legally binding document. Please be advised, if you do not meet all the requirements mandated by the Aurora History Museum and City of Aurora and this rental agreement, you may be denied rental privileges at the facility. If you have any questions or require additional information, please call the Museum Visitor Services Manager at (303) 739-6660.

**Aurora History Museum**  
***Price Calculation Sheet for Renters***

For Renter’s use to calculate their costs:

**Hourly Rental Fee:**                      Rate \_\_\_\_\_ x \_\_\_\_\_ Hours = \_\_\_\_\_  
Commercial:     \$50.00 per hour with a 3-hour minimum (or \$150.00)  
Standard:         \$38.00 per hour with a 3-hour minimum (or \$114.00)  
Community:     \$32.00 per hour with a 3-hour minimum (or \$96.00)

**Staff Set-Up Fee (optional)** Flat rate \$25.00

**AV Equipment (optional):** Flat rate \$25.00 \_\_\_\_\_

Total Nonrefundable Fees \_\_\_\_\_

Plus Refundable deposit of \_\_\_\_\_

= Total Fees \_\_\_\_\_

**City of Aurora Use Only - Administrative Booking (after-hours) Supervisory Fee:**

Total due: Rate \$20.00 per hour x \_\_\_\_\_ Hours = \_\_\_\_\_

**Notes**

1. The City of Aurora requires payment of the deposit before reservation can be made firm and all charges must be paid before the scheduled use. Payment may be made by cash, money order, check, and credit or debit card. Checks should be made payable to: **CITY OF AURORA.**
2. There is no refund for unused space or time.
3. Deposits are refundable unless conditions of the policy have not been met. (See **Facilities Use Policy**, Numbers 1 and 2)

**Facility Rental Information Form**

**Aurora History Museum**  
 15051 E. Alameda Parkway  
 Aurora, CO 80012  
 303-739-6660 [www.auroragov.org](http://www.auroragov.org)

*Revised 9/06/18*

**This is an information sheet only. It will be used to enter information during the permit application process in preparation for a facility rental agreement and contract. This sheet is not a contract to rent our facility.**

Name of Group/Organization/Individual who will be renting the facility:

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Group Representative's Name (contact person):

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone number of responsible party: \_\_\_\_\_ - \_\_\_\_\_ (Mobile)

\_\_\_\_\_ - \_\_\_\_\_ (Home)

Email address \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Emergency contact for renter (Name, relation and phone number):

\_\_\_\_\_

Purpose of Event \_\_\_\_\_

No. people expected \_\_\_\_\_

Date of Rental \_\_\_\_\_ Time of Rental \_\_\_\_\_ to \_\_\_\_\_

***Please note any deposit money to be returned to you will be sent via check to the name and address on this sheet approximately 10-12 **business days** after your event.***