

**STERLING RANCH COMMUNITY AUTHORITY BOARD  
FACILITIES RULES AND REGULATIONS**

*Adopted and Enforced By  
The Board of Directors  
Sterling Ranch Community Authority Board*

Adopted: May 20, 2020

Preamble

The Board of Directors of the Sterling Ranch Community Authority Board (the “**CAB**”) has adopted the following Facilities Rules and Regulations (“**Rules and Regulations**”) to provide for the orderly and efficient conduct of management, operation and control of certain public facilities of the CAB, including but not limited to the Sterling Center, parks, and open space (the “**Facilities**”).

The CAB expressly reserves the right to make any lawful addition and/or revision to these Rules and Regulations when and as they may become advisable to properly operate and maintain the Facilities and provide related services and to promote the peace, health, safety, and welfare of the people residing in the area under the CAB’s authority pursuant to that certain First Amended and Restated Sterling Ranch Community Authority Board Establishment Agreement between Sterling Ranch Colorado Metropolitan CAB. Nos. 1 through 7, dated June 29, 2015, effective as of January 6, 2014. These Rules and Regulations are supplementary to, and are not to be construed as, any abridgement of any lawful rights of the CAB as outlined in the Colorado Revised Statutes, as applicable.

**ARTICLE 1.  
ACCESS TO AND USE OF THE FACILITIES**

1.1 Access to the Facilities. The Facilities of the CAB are open to the public, subject to the Rules and Regulations set forth herein. The CAB retains the right to limit access to the Facilities based upon the safe and reasonable capacity of the Facilities, as determined by the Board of Directors in its discretion. Use of the Facilities shall be allowed on a first-come, first-served basis in the event of any such limitations.

1.2 Attire. Proper and appropriate attire should be worn by all persons when utilizing the Facilities. Nudity is strictly prohibited. Shirts and shoes are required to be worn at all times in the Facilities, except for parks and open space.

1.3 Children. For safety and health reasons, it is recommended that children under 11 years of age be accompanied and supervised by a parent, legal guardian, or, if authorized by a parent or legal guardian, another adult 18 years of age or older, when utilizing the Sterling Center.

**The CAB staff shall not be held responsible for the safety of unsupervised children under age 18 in any of the Facilities.**

1.4 Event and Program Registration and Fees. Persons may register for various activities, programs, special events and classes taking place at or within the Facilities by contacting the CAB. Such persons may be required to sign additional waivers or forms and pay a fee for such activities. Fees are nonrefundable except in the event that the subject activity, program, special event, or class is cancelled for reasons including but not limited to inclement weather.

1.5 Facilities Rental. The CAB may, from time to time and within its sole discretion, rent the Facilities for private use to the public for a fee. Those persons renting the amenities shall ensure that the number of attendees during the rented period does not exceed the maximum capacity of the subject Facilities as determined by CAB personnel. Rental amounts and terms shall be determined by the Board. All rentals are subject to the Sterling Ranch Community Authority Board Facilities Rental Application and Agreement (“**Rental Agreement**”) attached hereto as **Exhibit A**, which may be obtained by contacting the CAB at info@sterlingranchcab.com. Rentals shall require an executed Rental Agreement and such other forms as may be required by the CAB. CAB programming will take priority over all rental requests. CAB personnel will review Rentals requests on a first-come, first-served basis, allowing no more than one (1) rental per day and no more than two (2) rentals per calendar month reserved by the same person. Rentals of the Sterling Center anticipating more than the maximum number of attendees, if any, for the subject Facility may be subject to additional conditions, including but not limited to a larger security deposit, to be determined by the CAB in its sole discretion. All areas of, and equipment and furniture within, the Facilities must be returned in the same condition it was received by the person(s) requesting the rental.

1.6 Recurring Facilities Rental. People may reserve the Facilities on a recurring basis for a maximum of one (1) time per week, three (3) hours per rental during regular operating hours (“**Recurring Rentals**”). Recurring Rentals requests can only be made quarterly; recurring Rentals requests for Rentals first occurring in the first quarter must be received by November 1 of the previous year, and requests for recurring Rentals first occurring in the second, third, or fourth quarters must be received by February 1, May 1, and August 1, respectively, of the same year. Recurring Rentals depend on the availability of space and CAB programming. CAB personnel will review Recurring Rentals requests on a first-come, first-served basis, and will have the discretion to create a rotating list in order to provide equal access to all rental applicants. CAB programming will take priority over all Recurring Rental requests.

1.7 Cancellation and Refund Policy. The CAB’s refund policy for cancellation of Facilities rental reservations and activity/class reservations is as follows:

- (a) Facilities Rental Reservations. Refunds for cancellations of facility rentals shall be made in accordance with the Rental Agreement.
- (b) Activity/Class Reservations. [Reserved.]

1.8 Hours of Operation. Generally, the Facilities shall be open seven days a week subject to the hours and seasonal limitations below.

(a) The Sterling Center shall be open year round as follows:

The Information Center:

Monday-Thursday: 10:00 a.m. – 6:00 p.m.

Friday-Saturday: 9:00 a.m. – 5:00 p.m.

Sun: 11:00 a.m. – 4:00 p.m.

Grist Brewing Co.:

Monday: 4:00 p.m. – 10:00 p.m.

Tuesday-Thursday: 2:00 p.m. – 10:00 p.m.

Friday: 1:00 p.m. – 11:00 p.m.

Saturday: 12:00 p.m. – 11:00 p.m.

Sunday: 12:00 p.m. – 9:00 p.m.

Atlas Coffee:

Monday-Friday: 6:00 a.m. – 3:00 p.m.

Saturday-Sunday: 7:00 a.m. – 3:00 p.m.

The Resident Resource Center:

Monday-Friday: 10:00 a.m. – 4:00 p.m.

(b) Parks and open space shall be open year round as follows:

5:00 a.m. – 11:00 p.m.

However, the Board of Directors, in its sole discretion, may make seasonal adjustments or changes to the hours of operation and date and time of opening of the Facilities as it deems necessary and appropriate for CAB programming. People may contact the CAB to obtain up-to-date information relating to the hours of operation for any of the Facilities. Additionally, the CAB reserves the right to close any Facility due to weather conditions, maintenance, preparation for major events, temporary staffing problems or other reasons.

**ARTICLE 2.  
MISCELLANEOUS**

2.1 Lost Articles. The CAB is not responsible for any lost or stolen articles or for accidents on the premises of the Facilities. All personal articles should be locked or secured as appropriate to avoid loss to the owner. There will be a collection spot for all lost articles designated in the Facilities. All lost articles which are not claimed shall be deemed abandoned and donated or otherwise disposed of on a monthly basis as determined by the CAB in its sole discretion.

2.2 Limitation of Liability of CAB. Use of the Facilities shall be at the sole risk of any person using same. Except as provided by the Colorado Governmental Immunity Act, Section 24-10-101 *et seq.*, C.R.S., the CAB shall not be responsible for any claims for damages by reason of any action or inaction of the CAB or its agents or representatives in connection with any of the Facilities.

2.3 Equipment. All items, furniture, and equipment located on or around the Facilities are the property of the CAB and shall not be taken from the premises without prior written consent of the CAB. Any violations shall result in criminal prosecution by the CAB. Windows and doors shall not be left propped open by any member of the public.

2.4 Smoking, Drugs and Alcohol. Smoking of any kind, including, but not limited to, tobacco and marijuana, possession or consumption of alcohol not obtained by an adult over the age of 21 from a CAB-approved vendor at a Facility, and use of illegal drugs is not allowed and shall not be permitted on or around the Facilities and is strictly prohibited; except that the use of alcohol at or within Facilities constituting parks or open space is permitted only by adults over the age of 21 and only when permits or other documentation, if required, have been obtained from the County and/or other applicable governmental entities. Smoking includes the use of electronic smoking devices. Adults over the age of 21 may only use alcohol in the Sterling Center if the alcohol is purchased therein. All people using alcohol or otherwise within the Facilities must comply with all applicable rules, regulations, policies, ordinances, and laws promulgated by the CAB and other local, municipal, state, and federal governmental entities.

2.5 Food and Drink. Food and drink are permitted in all Facilities. Glass containers are absolutely prohibited in all Facilities unless authorized during special events by and in the sole discretion of CAB Management. People consuming food and/or drink must clean up after themselves.

2.6 Pets. Pets are not allowed in the Sterling Center except those specially trained to assist a person with a disability, however pets are allowed in parks and open space. All pets must be on a leash at all times, and people must immediately pick up and properly dispose of any waste produced by pets under their ownership or control. No pet at any time shall be left unattended inside or outside the Facilities unless the pet is left in a Designated Area within the applicable Hours of Operation of the nearest Facility. If pets are left in a Designated Area outside of the applicable Hours of Operation, or are left unattended within the Facilities, the CAB reserves the right to contact Douglas County Animals Services to report the pet as a lost

animal. People leaving their pets in a Designated Area are responsible for any damages to their pets, others' pets, people, or property caused by the pet.

2.7 Solicitation Policy. Sales, solicitations, distribution and posting of materials, and for-profit activities are prohibited within the Facilities and other CAB property unless the CAB gives its prior written approval. The CAB may, within its sole discretion, designate certain areas outside the Facilities for sales, solicitations and distribution of materials. Activities may be further restricted to specific times and dates as determined by the CAB. People may not use the Facilities for commercial or business purposes including, but not limited to, personal training sessions, athletic lessons, advertising, home business party sales (i.e. cosmetics, candles, etc.), solicitation of business, or promotions unless the CAB gives its prior written approval.

2.8 Community Bulletin Board. Upon sending a request to info@sterlingranchcab.com, and if the CAB gives written approval of the request, a person may post content on the Community Bulletin Board. Such content may include business cards and flyers no larger than 4 inches by 6 inches. All content will be removed from the Community Bulletin Board and disposed of each January 1, April 1, July 1, and October 1. The CAB reserves the right to ask for additional information to determine whether to grant a request, and to charge a fee for posting content on the Community Bulletin Board.

2.9 Media Wall. The Sterling Center contains a media wall that is owned not by the CAB, but by SR Civic Center, LLC, and its successors and assigns (“**SR Civic Center**”). The Media Walls content and use is governed by a lease agreement between SR Civic Center and the CAB.

2.10 Complaints. Complaints should be directed to the CAB at info@sterlingranchcab.com, and the CAB will make reasonable efforts to promptly resolve the conflict. Under no circumstances will anyone interfere with, attempt to discipline, request special treatment from, or otherwise direct employees in the course of CAB business. People shall not request special personal services from CAB employees.

2.11 Photography. Photography of any kind is not permitted inside the Facilities' restrooms. When using photographic equipment of any kind in or around the Facilities, people should take care not to inadvertently include in the photo or video any person who has expressed a wish not to be so included. Photographic equipment is permitted at the Facilities for personal use. **From time to time, the CAB may cause photos to be taken at the Facilities to be used for marketing purposes. Persons not wishing to be in such photos should take care to avoid having their photo taken.**

2.12 Audio Devices. Personal audio equipment must be used in compliance with the rules, regulations and policies of the CAB and any applicable noise ordinances or other laws. In parks and open space, amplified sound systems are permitted. In all other Facilities, sound emanating from personal audio equipment must be contained through the use of personal headphones unless the CAB has given prior consent.

### **ARTICLE 3. ENFORCEMENT**

3.1 Disorderly Conduct. The CAB and its authorized representatives may request any person to cease conduct that is:

- (a) In violation of any of these Rules and Regulations or other rules, regulations, or policies of the CAB.
- (b) Interferes with, or is abusive toward, any of the CAB's representatives in the normal operation of the Facilities.
- (c) Interferes with any person's use or enjoyment of the Facilities, or is abusive to any such person.
- (d) Misuse or damage of real property and fixtures or personal property such as furniture and equipment.

3.2 Remedies Available for Disorderly Conduct. In the event that the offending party fails to cease such conduct after being requested and warned to do so, CAB personnel are authorized to use any and all reasonable means they deem necessary to address such conduct. This includes, but is not limited to, having the offender removed from the Facilities and barred from further privileges at the Facilities for forty-eight (48) hours without the necessity of any action or consent of the Board of Directors of the CAB. All such removals shall be reported to the CAB Manager.

3.3 Violation of Facilities Policies. If anyone is found abusing the equipment, furniture, or disobeying these Rules and Regulations or any other rules or policies promulgated by the CAB with respect to use of any of the Facilities (any such act a "**Violation**"), disciplinary measures will be administered by CAB Management and may include but are not limited to the following: verbal warnings, restricting the violator from the Facilities for one (1) month, restricting the violator from the Facilities for one (1) year, and/or requiring the violator to apply for reinstatement subject to the CAB's Board of Directors' approval.

The Board of Directors shall be notified of all disciplinary measures by CAB personnel and shall, in its discretion, have the ability to impose other disciplinary measures it deems appropriate at any point in time, which may include revocation of Facilities privileges for a person and/or that person's family members. The person involved in a disciplinary matter shall receive notice of the violation and disciplinary measures that may be imposed by the Board. The person shall have the opportunity to respond to the notice. Violations and disciplinary measures taken related to any Violations will be recorded in writing and kept on file by CAB personnel. Violations of a criminal nature will be reported to local law enforcement authorities.

3.4 Restitution for Violation. If any person commits an act or omission that constitutes a Violation of these Rules and Regulations, and the Violation causes the CAB to incur damages or expenses, the person who commits the Violation, or who is responsible for the person who commits the Violation, shall be liable to the CAB for all such damages and expenses and shall repay the same to the CAB upon request. Such expenses may include, but

shall not be limited to, reasonable attorneys' fees incurred as a result of the Violation, as well as reasonable costs and/or attorneys' fees incurred in obtaining and collecting a judgment against a person who commits a Violation or is responsible for a person who commits a Violation.

**EXHIBIT A**

Sterling Ranch Community Authority Board Facilities Rental Application and Agreement



**STERLING RANCH COMMUNITY AUTHORITY BOARD**  
**APPLICATION AND AGREEMENT FOR PRIVATE RENTAL OF FACILITIES**

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**FOR PRIVATE AND GUARANTEED RESERVATION OF FACILITIES:**

Please complete all requested information and return the completed application and agreement with payment of security deposit and rental fees to the Sterling Ranch Community Authority Board (the “CAB”) at the address listed below:

Sterling Center  
8155 Piney River Avenue  
Littleton, CO 80125

All applications will be taken and reviewed on a first-come, first-served basis. Reservation of the recreation amenities will be considered received and reviewable for approval once the completed application and agreement are received with all necessary payments and deposits. The CAB will notify the Rental Party when the reservation is confirmed.

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**RULES & REGULATIONS:**

1. Use of the Facilities, including the Sterling Center, parks, and open space, is subject to the CAB’s rules, regulations, policies, and procedures, including the Facilities Rules and Regulations, (“**Rules and Regulations**”) and all federal, state, and local laws and ordinances. Rentals may require approval from the CAB’s Board of Directors.
2. There are inherent risks to any individual who chooses to use the Facilities. The CAB will not be liable for any injury to persons or property. Each person who elects to use the Facilities assumes the inherent risks in doing so and assumes responsibility for ensuring their own safety and well-being. The CAB will make every effort to maintain all equipment in operational condition.
3. The deposit and rental fees are due in full at the time the reservation is received by the CAB. The security deposit paid will be applied to any additional charges assessed as a result of the Rental Party’s failure to properly clean the premises, theft of any of the CAB’s property, or any damage to the Facilities. If the deposit is insufficient to pay for any cleaning, theft, or damage, the Rental Party will be liable for payment of any additional amounts owed and agrees to pay those amounts immediately upon request from the CAB. The remainder of the security deposit will be returned to the Rental Party only after the facilities have been inspected by the CAB.
4. The Rental Party must be present at the rented Facilities at all times during the rental period. The Rental Party is responsible for the conduct and welfare of all people using the Facilities during the rental period, including supervision of minors.
5. Rentals must be scheduled within the Facilities’ hours of operation.
6. Due to scheduling of events, all reservations must begin and end at the time indicated on the Rental Agreement. Additional charges and/or fines may apply in the event of Facility use beyond the hours indicated on the Rental Agreement, including time used for set-up or clean-up. There will be no refunds issued for time reserved and not utilized. The Rental Party should include time for set-up and clean-up in the Rental Application and Agreement.

7. Certain Facility rentals may require Permits, such as a Special Event Permit or Liquor License Special Event Permit, from Douglas County. All such Permits will be required *in addition to* rental of any Facility.
8. Any equipment currently present at the Facility will be included for use by the Rental Party as indicated in the Rental Agreement. The CAB is not responsible for providing additional equipment. The Rental Party is responsible for providing and removing any furniture or equipment in excess of that currently present.
9. Amplified sound is subject at all times to the applicable noise restrictions of the CAB and other governmental entities. Use of exterior sound systems at the parks and open space Facilities must conclude no later than 9:00 pm. The Rental Party may bring personal music selections and appropriate devices for playing such music to the Facilities. Any such personal music selection must not have obscene or otherwise inappropriate lyrical content.
10. No smoking of tobacco or marijuana (including with electronic smoking devices) is allowed anywhere at the Facilities at any time.
11. Adults over the age of 21 may only use alcohol in the Sterling Center if the alcohol is purchased therein. The use of alcohol at or within Facilities constituting parks or open space is permitted only by adults over the age of 21 and only when permits or other documentation, if required, have been obtained from the County and/or other applicable governmental entities. All people using alcohol or otherwise within the Facilities must comply with all applicable rules, regulations, policies, ordinances, and laws promulgated by the CAB and other local, municipal, state, and federal governmental entities.
12. No glassware is allowed in the parks and open space Facilities.
13. Restrooms are not provided at any of the outdoor Facilities.
14. Petting zoos, farms, and livestock animals are not allowed on turf areas (including both manicured and native turf).
15. Vendors are defined as any person, business, or entity providing a service at the Facilities. Examples include but are not limited to: caterers, bands, DJs, entertainment, and rental supply companies. Every vendor must be approved, in advance, by the CAB. Vendors are required to furnish to the CAB a copy of a complete vendor packet including a Certificate of Insurance. The CAB reserves the right to refuse use of certain caterers, vendors, designers, rental companies, disc jockeys, bands, or any other party supplying goods or services.
16. The Rental Party is responsible for its own set-up and clean-up.
17. All areas are required to be returned in the condition they are received. The Rental Party will be responsible for ensuring that the Facilities are cleaned up following the rental. Clean-up responsibilities include:
  - a) Remove and dispose of all decorations, including adhesives and tape. All other materials and products supplied by the Rental Party must be removed at the end of the rental period.
  - b) All trash must be properly removed from the Facilities and disposed of. The CAB does not provide a dumpster or trash receptacle for Private Rentals. The Rental Party is responsible for removing all trash from receptacles in the immediate vicinity and within the Facilities rented and for installing empty trash bags into such receptacles.

c) Clean and disinfect all surfaces, especially where food was served.

18. The Rental Party may cancel the Rental Agreement at any time. Cancellations must be submitted in writing. All cancellations will be subject to a full refund of the security deposit. A full refund of the rental fees may be issued for Rental Agreements cancelled 30 or more days prior to the event. A 50% refund of rental fees may be issued for Rental Agreements cancelled 14-29 days prior to the event. Any reservations cancelled less than 14 days prior to the event will forfeit the full amount of the rental fee at the sole discretion of the CAB.

19. This list is not an exhaustive list of rules and regulations. The CAB reserves the right to amend these policies and procedures as necessary.

**EVENT DATE:** \_\_\_\_\_ **EVENT TIME:** \_\_\_\_\_ **# OF GUESTS:** \_\_\_\_\_

\_\_\_\_\_  
Rental Host Name

\_\_\_\_\_  
Rental Host Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Additional Contact Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Relationship to Host

The premises are to be used for the following purpose: \_\_\_\_\_

**RENTAL FEES & DEPOSIT:** (All rentals require a 2 hour minimum and must include set-up and clean-up time. *Note that this Agreement does not guarantee exclusive use of any Facilities other than the specific Facilities rented.*)

**Park Shelters:**

___ Park 1 - Providence	Resident: Fee – \$100.00 x ___ Hours = \$ _____
___ Park 2 – Pioneer	Security Deposit = \$250.00
___ Park 3 - Pat Gallagher	Non-Resident: \$250.00 x ___ Hours = \$ _____
___ Park 4 - McCormick	Security Deposit = \$1,000.00

**Resident Resource Center:** The Resident Resource Center is located at the front of the community, also referred to the “Blue Trailer.” This Facility is a great resource for small gatherings, private meetings, and educational events. Events in this Facility may have a maximum of forty (40) attendees unless otherwise authorized in writing by the CAB; the CAB may require additional conditions, including but not limited to an increased security deposit\*, for authorized events with more than the maximum number of attendees.

Resident: Fee – \$150.00 x ___ Hours = \$ _____
Security Deposit = \$500.00*
Non-Resident: \$500.00 x ___ Hours = \$ _____
Security Deposit = \$1,000.00*

**Sterling Center:** The Sterling Center is a community amenity and Facility leased by the CAB. The Rental Party can use the Facility for such events, such as birthday, anniversary parties, etc. Events in this Facility may have a maximum of two hundred (200) attendees unless otherwise authorized in writing by the CAB; the CAB may require additional conditions, including but not limited to an increased security deposit\*, for authorized events with more than the maximum number of attendees.

Resident: Fee – \$350.00 x \_\_\_ Hours = \$ \_\_\_\_\_  
Security Deposit = \$1,000.00\*  
Non-Resident: \$1,000.00 x \_\_\_ Hours = \$ \_\_\_\_\_  
Security Deposit = \$2,000.00\*

**Recreation Center:** [Reserved.]

\$ \_\_\_\_\_ Rental Fees + \$ \_\_\_\_\_ Security Deposit\* = \$ \_\_\_\_\_ due at time of reservation receipt by the CAB.

**Refundable Security Deposit:** A check or credit card payment is required as a security deposit for all rentals. The deposit is due in full at the time of reservation. The security deposit cannot be applied to the rental fees. The security deposit will be applied to any additional charges assessed as a result of the Rental Party’s failure to properly clean the premises, theft of any of the CAB’s property, or any damage to the Facilities. If the deposit is insufficient to pay for any cleaning, theft, or damage, the Rental Party will be liable for payment of any additional amounts owed and agrees to pay those amounts immediately upon request from the CAB. The remainder of the security deposit will be returned to the Rental Party only after the facilities have been inspected by the CAB and subject to the remaining terms of all applicable rules and regulations. Upon completion of inspection, security deposits will be submitted for refund, which may take up to 30 business days to receive.

**Additional Fees May Apply:** If Facility use extends beyond the hours indicated on the Rental Agreement, including time used for set-up or clean-up, the additional time will be billed at the hourly rate for the Facilities used. If items are not removed the day of the rental, a \$50 daily storage fee will be charged. If the Facility is not returned to its original condition following the rental, a \$75 per hour cleaning fee will be charged. The Rental Party will provide credit card information for these potential charges and agrees pay any amounts due immediately upon request from the CAB.

**Cancellation:** The Rental Party may cancel the Rental Agreement at any time. All cancellations must be submitted in writing and will be subject to a full refund of the security deposit. A full refund of the rental fees may be issued for cancellations 30 or more days prior to the event. A 50% refund of rental fees may be issued for cancellations 14-29 days prior to the event. Any reservations cancelled less than 14 days prior to the event will forfeit the full amount of the rental fee at the sole discretion of the CAB.

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**VENDOR INFORMATION:** If the event will include catering, equipment rental, alcohol, an entertainment provider, or any other service to be provided at the Facilities, the CAB may require additional documentation for approval.

List any vendors to be used during this rental: \_\_\_\_\_  
\_\_\_\_\_

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**INDEMNIFICATION AND HOLD HARMLESS:** The Rental Party agrees that the CAB, Capital Consultants Management Corporation (CCMC), and their respective members, directors, officers, agents,

and employees are not liable for injuries to persons or property occurring within or around the Facilities in conjunction with the Rental Party's use of the Amenities, unless such injuries are the result of such persons' intentional acts or omissions. The Rental Party agrees to indemnify and hold harmless the CAB, CCMC, and their respective members, directors, officers, agents, and employees from any and all damages, losses, liabilities, claims, costs, and expenses, including reasonable attorneys' fees in defending against the same, arising in any way out of the use of the Facilities or the CAB's equipment, including the negligence of the CAB, CCMC, and their respective members, directors, officers, agents, and employees.

By signing below, the Rental Party acknowledges that they have read, fully understand, and agree to abide by all Terms of the Rental Agreement and all of the CAB's Rules and Regulations. Should any terms be violated, the Rental Agreement will become null and void, the event will be cancelled, and the security deposit will be forfeited in full.

_____ Signature of Rental Party	_____ Signature of Official CAB Representative
_____ Printed Name of Rental Party	_____ Printed Name of Official CAB Representative
_____ Date	_____ Date

**STERLING RANCH COMMUNITY AUTHORITY BOARD  
ACKNOWLEDGEMENT OF RULES & REGULATIONS FOR PRIVATE RENTALS**

- \_\_\_\_\_ I understand that I assume the inherent risks in using the Facilities and take responsibility for ensuring the safety and well-being of myself and my guests.
- \_\_\_\_\_ I understand that I must be in attendance for the entire duration of my rental and that during this time, I take responsibility for all of my guests, including minors.
- \_\_\_\_\_ I understand this rental only includes the specified Facilities and does not provide for exclusive use of other outside areas, including turf areas, playgrounds, or other park amenities. In the event that another party has reserved other area(s) of the Facilities, I am responsible for keeping my guests within the designated rental area.
- \_\_\_\_\_ I understand that I may be required to obtain a Permit from Douglas County *in addition to* rental of any Facilities.
- \_\_\_\_\_ I understand that my rental period includes set-up and clean-up time. I understand that if my use of the Recreation Amenities goes outside of the designated time, I will be charged additional fees in accordance with the Rental Agreement to cover the additional time.
- \_\_\_\_\_ I understand that smoking of tobacco or marijuana are not allowed at the Facilities.
- \_\_\_\_\_ I understand that restrooms are not provided at any outdoor Facilities.
- \_\_\_\_\_ I understand that if I choose to have an outside vendor at my event, the CAB may require additional documentation for approval.

\_\_\_\_\_ I understand that I am responsible for all set-up of my rental, and I will abide by all regulations pertaining to my set-up, including deliveries, decorations, furniture, and other supplies. I understand that delivery vehicles must remain on the street and cannot access facilities via sidewalks or landscape areas, including native grasses.

\_\_\_\_\_ I understand that I am responsible for all clean-up of my rental, and I will return the Facilities to the condition in which they are received. I understand that if I fail to return the Facilities to these conditions, I will be charged additional cleaning fees.

\_\_\_\_\_ I understand that all material, products, and decorations must be removed at the end of my rental period. If items are not removed at the end of the rental, I understand that a \$50 daily storage fee will be charged.

\_\_\_\_\_ I understand the cancellation policy, and that I must submit cancellation requests in writing.

\_\_\_\_\_ I understand that if I or my guests violate the CAB's Rules and Regulations or any part of the Rental Agreement, my rental will be null and void, my event will be cancelled, and my security deposit will be forfeited in full.

\_\_\_\_\_  
Signature of Rental Party

\_\_\_\_\_  
Signature of Official CAB Representative

\_\_\_\_\_  
Printed Name of Rental Party

\_\_\_\_\_  
Printed Name of Official CAB Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE USE ONLY**

\$\_\_\_\_\_ Fees and Deposits Paid | Date Paid \_\_\_\_\_ | Form of Payment: Check #\_\_\_\_\_ / Credit Card #\_\_\_\_\_

\$\_\_\_\_\_ Deposits Returned | Date Returned \_\_\_\_\_