



The facilities of ACO House (at 2260 Dayton St. Aurora, CO 80010) were constructed as a multi-use space with primary emphasis upon students & families. The facilities are available for community events. Guidelines for use of the facilities are as follows and must be acknowledged and agreed to, in writing, by the requester.

FEES

- \$100/hour
- Cash or check (payable to Denver Area Youth For Christ)
- Please complete a "Facility Use Request Form" to initiate communication with the ACO House Director (hereafter referred to as "Director") about your event.
- An invoice will be sent to the email you provide and due upon receiving the invoice.
- All keys must be returned to the Director within three business days after the event.
- Any items found from the event will be kept in the Lost & Found at the Center for two weeks and then either disposed of or donated.

FACILITY USAGE POLICIES

1. All events in the ACO House (hereafter referred to as the "Center") will be of a nonprofit nature, unless otherwise approved by the Director of the ACO House).
2. Scheduling of the facilities is on a first-come, first-serve basis. All events shall be scheduled on the master calendar.
3. All facility use request forms should be completed at least 30 days prior to the event date. Exceptions must be discussed with the Director.
4. There will be no smoking in the Center.
5. The kitchen is available for your use. All items used during your event must be cleaned and put away. The tables, counter space and bar area all need to be wiped down and clean before your departure. You are responsible for providing all your own paper and plastic wear.



6. The renters must set up and tear down all chairs, tables and any other equipment used.
7. Removal of all personal property from the building and grounds is required the same day the event is concluded.
8. The Center should be cleaned up after use and trash cans emptied. There is a dumpster located outside the back door and on the other side of the side gate. Tie all bags securely before placing them in the large dumpster. No loose items, please.
9. The snow shovels are in the back storage/laundry room if needed on the day of your event.
10. The Center does not have any designated parking.
11. Leave the facility in the same or better condition than you found it. **A \$125 cleaning fee will be added to your total if the facility is not cleaned after use.**
12. The requester is responsible for any damages to the Center which are due to the actions of the requester and/or his/her guests. Damages must be reported to the Director immediately. The requester and the Director will discuss the repair process and payment of costs associated with damage.
13. The Center will not be held responsible for any legal consequences or insurance claims arising from the actions of the requester or his or her guests.
14. Hanging of decorations from ceilings, walls, furniture, or doors and/or moving of equipment are prohibited without prior permission. No nails, screws, or other such objects allowed. Anything moved is to be returned to its original location.
15. In keeping with safety regulations, fire candles are prohibited. LED candles or battery-operated candles are allowed.
16. Groups of young people (age 17 and under) must have one responsible adult for every five youths.
17. Our Wi-Fi is ACO House the password is 2260DaytonSt
18. All keys must be returned to the Director within three business days after the event. The key to the building may NOT be duplicated.
19. The Center does not have a landline. Renters must be prepared to use personal cell phones for emergency purposes. The address of the facility is 2260 Dayton St. Aurora, CO 80010



GENERAL USE

Rental of the Center is available for the following:

- Birthday Parties
- Weddings
- Wedding Showers
- Baby Showers
- Graduation Parties
- Team Sport Dinners/Gatherings
- Funerals/Funeral Dinners
- Misc (as approved by the Director)