

MEMBER SPACE RENTAL



POSNER
CENTER

POLICIES

General

Space rental at the Posner Center is available only to our Member organizations.

Scheduling Events

To schedule a room/event, please see our website for available rooms and fill out a space rental request form (posnercenter.org/our-space/space-rental/). You will be notified of the availability and/or confirmation of your request via e-mail promptly, at our absolute earliest convenience.

The earliest you may reserve a room: Up to three months in advance.

We will do our best to accommodate “last minute” or day-of reservations depending on space availability. All events, including clean-up, must be completed by **10:00 PM**.

Payment

Reservations by outside groups MUST be made according to the time notifications listed above. Walk-in users will NOT be accepted. A **non-refundable deposit of one half of the total payment is due at the time of reservation**. The other one half payment is due one month prior to the event to hold the reservation (or immediately if the reservation is for a date less than one month away). We will send an invoice to your e-mail address to receive payment via PayPal. If you wish to pay by check, and not through your bank account or credit card, the check should be made out to: Posner Center for International Development and mailed to 1031 33rd Street, Denver, CO 80205.

Building Entry

Please use the **South** door, marked as “**Posner Center for International Development**” to enter for your event. **Please DO NOT enter through the Denver Urban Gardens (DUG) door**, located to the left of our main entrance (on the farthest West side of the South wall of the building) when coming in for your event. This is a private entrance, unless otherwise instructed by DUG. **When advertising for your event, please also alert your guests (including caterers, rental companies, etc.) to enter in this door, as well.** In general, you are not allowed into the DUG office at any time, unless you have prior consent from DUG staff or are operating an event or meeting under their assistance.

Janitorial

Groups are responsible for returning the space to its original condition. An extensive **Cleaning Checklist** is included in this packet, so that you and anyone in your party have a guide to reference once your meeting or event is over, including how to return all furniture (desks, chairs, tables, etc.). Any users that leave a mess will be invoiced a minimum of \$100.00 post-event (possibly more) for cleaning expenses and will not be allowed to use the space again in the future. As well, in the winter, any ice from your event is **not** to be dumped on the sidewalks outside the building, which can cause a safety hazard, or on growing/visible plants.

Catering

We do not have any sets of kitchen dish ware, glassware, or cookware or other catering items available for rent to external groups renting space. There are, however, communal pieces of all of these items (marked as such on the outside of our cabinets), which you may use during your event. To see what we have on hand, you are welcome to stop by the Horse Barn in advance of your event. Any items not marked as communal, including the cookware to the left and right of our stove/oven, **ARE NOT** for use by external groups. They are the property of Denver Urban Gardens, and are not to be used.

Alcohol

The SALE of alcohol is strictly prohibited at any events. Events or meetings involving alcohol **consumption** must be specified as such in your reservation form online. Serving alcohol without pre-authorization is grounds for event cancellation and losing access to rental space in the future.

If you would like to have alcohol at your event, you MUST procure event insurance. Groups are responsible for ensuring alcohol is served in an appropriate manner. Times for serving alcohol must be specified for each private event. No alcohol will be served after the event end time as specified on your Space Rental Request Form. Events with alcohol must either have a bartender checking IDs or must strictly enforce a 21 and up entry. The bartenders have the right to request a picture ID from anyone. No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age of 21) will be required to leave the grounds immediately, the event may be cancelled, and we reserve the right to turn you and/or your party into the police. Beverages containing alcohol are not allowed to leave the premises and must stay inside the Horse Barn. No one is to be over served at the discretion of the bartender. Any guest acting inappropriately or disrespectful in the opinion of a Posner Center representative will be required to leave the grounds immediately.

For an event with over 200 attendees at which alcohol is served, a designated member of the Posner event staff or the building management company must be present at the initiation of alcohol service until the end of the event. Any fees associated will be charged to the group running the event.

Noise and Loud Events (Music or Otherwise)

Please respect tenants that are still working in the Corral (Suite 140) and other office spaces. They are paid tenants in this building and have access to the space 24 hours a day, 7 days a week, though are mostly in the building during regular office hours. That said, please do not approach tenants who are working by walking into their office(s), unless you have already set up a meeting with them in advance. You are allowed to begin the setup of music/band equipment prior to your event, but please **DO NOT** begin playing music in the building **before 5pm** during the week, as tenants will likely still be working.

Bathrooms

There are two bathrooms in the building: Both on the east side of the building, one upstairs and one downstairs. The bathroom downstairs is unisex, and the bathroom upstairs is for any individuals identifying as female.

PRICING

Rental rates **by the hour** are provided in the following list. After-hours rental rates for Members and tenant partners require that a representative of a tenant organization/business attend the event and lock up. If you are interested in becoming a Member in order to obtain Member rates, along with other benefits at Posner, please contact members@posnercenter.org for more information.

\$/hour

- \$10** **Flex Rooms 151 and 240** (Max occupancy: 4, each):
8am-5pm, Monday-Friday only.
- \$20** **Conference Room 150** (Max occupancy: 8):
8am-5pm, Monday-Friday only.
- \$30** **Board Room** (Max occupancy: 14 at table, 25 open):
8am-5pm, Monday-Friday, plus \$25 an hour for after hours rental at any other time.
- \$50** **Classroom** (Max occupancy: 30 as classroom, 50 open):
8am-5pm, Monday-Friday, plus \$25 an hour for after hours rental at any other time.
- \$100** **Commons/Kitchen** (Max occupancy: 100 seated, 200 open):
Between 4pm-10pm on weeknights, or 8am-10pm on weekends, including set-up & clean-up time.
You must reserve the Commons in order to reserve our kitchen.

Additional Charges

All-Building Rental:

If you have an event or meeting for which it will be necessary to rent several rooms in the building at once, you are welcome to do so. However, Conference Room 232 and all Flex Rooms on the second floor must remain open for our tenants to use. This means that we are not able to accommodate any situations (weddings, etc.) in which tenants are not able to either be in their offices to work or aren't able to reserve any rooms in the building at any given time. The cost to rent the majority of the building (for events that might have break-out sessions in multiple rooms, for instance), is **\$350, in addition to the cost for reserving the Commons per hour (the major room you'd likely be renting).**

For any other questions, please contact:

720-382-7631 • info@posnercenter.org



POSNER CENTER
FOR INTERNATIONAL DEVELOPMENT