

EXTERNAL SPACE RENTAL USERS GUIDE



POSNER
CENTER

POLICIES

Scheduling Events

To schedule a room/event, please fill out the Horse Barn Space Rental Form (bit.ly/posnerrental). 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 six months in advance.

The latest you should ideally book daytime meetings/events: At least three business days in advance.

The latest you should ideally book evening or weekend meetings/events: At least two weeks 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, Suite 140, 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.

After-Hours Security

A representative of your organization must remain at the building until either a member of the Posner event staff (720-515-8118) or our building management company (St. Charles: 303-595-8710) is able to lock the building at the end of your event or meeting. The doors will be locked at the predetermined end time of your event, no exceptions. If the building is not locked and the security system is not armed, your organization will be responsible for any damage/theft at the building and will not be allowed to use the space again in the future.

Technology

Internet access is available via the network **Posner_Guest** with Password: **Posn3rW1f1**. This password is case sensitive.

Other items available for reservation:

- (1) Projector with power cord, USB cord, remote, and instruction manual.
Works for Mac and PC computers. Is not installed/fixed and can be moved.
- (1) Public Address (P.A. System)
- (1) Wireless Presenter Mic, with mic set, mic, mic stand, power cord, and two mic stand attachments.
- (1) Set of Computer Speakers, with two large speakers. We recommend you reserve this if holding a meeting in our Classroom, as the HVAC system cannot be shut off, but projects just enough white noise to make hearing difficult at times.
- (2) Coat racks with wooden hangers.
- (2) Belkin 8-Plug Extension Cords
- A few additional cords, such as speaker cables, mic cables, and a large orange extension cord.

All items should be requested in advance, and will be reserved by someone on our team. You are responsible for returning all associated equipment with the item you check out. Should any equipment be damaged, lost or stolen during the course of your equipment reservation, you will be responsible for the cost of repairs or replacement, plus an additional \$25 to cover our time in managing the replacement of the equipment. Posner staff will help you set equipment up properly.

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.

Lighting Shorts

In the event you experience a lighting short (rare), please have our event staff flip the appropriate fuse for you.

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 the Horse Barn [External Space Rental Request Form](#). 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.

Members / Other

\$10 / \$20

Flex Rooms 151 and 240:

(Max occupancy: 4, each):

8am-5pm, Monday-Friday only.

All Other Flex Rooms:

Available to Tenants and Posner Staff only, 24/7.

\$20 / \$30

Conference Room 150 (Max occupancy: 8):

8am-5pm, Monday-Friday only.

\$30 / \$40

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 / \$75

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 / \$150

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.

Minimum charge of 3 hours. Max charge on weeknights not to exceed \$500, or \$1000 on weekends.

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)**. Meaning, the most you'd spend on a weeknight would be \$850 (\$500 for Commons max, plus \$350), or \$1,350 for a weekend day (\$1,000 for Commons max, plus \$350). If you simply need more than one room, but not the majority of the building, it is likely cheaper for you to reserve each room you need, by the hour. We will do our best to accommodate the flow of traffic to your event, and any others going on in the building at the time, so that no events are interrupted by other meetings or events happening in the building at the same time.

CLEANING CHECKLIST

Post-Meeting/Event Instructions

Please use the following information and checklist in order to ensure that all steps are taken to maintain the functionality and cleanliness of our space, and to return everything back to its prior condition, as it was before your meeting or event.

General

Garbage, recycling, and compost removal

We ask that you leave the building in the condition that you found it and remove any trash, recycling or compost to the appropriate bin in the alley. The dumpsters in the alley can be found on the East side of the building.

White boards and steel boards

Please thoroughly erase all white boards used during your meeting or event after it is over. Black wash cloths and/or erasers are provided in nearby each writable wall in wire baskets that contain all supplies, along with cleaning solution, if needed.

Sweep or mop any spills or messes

The floor downstairs becomes very slick when wet, so we ask that you **not clean the entire floor** when your event is over. Please only sweep or mop any large spills that occur. You may find event cleaning supplies (such as a mop and bucket, and a broom and dust pan) for this purpose in the Commons Storage Room (156, next to the Commons). Soon, you will also find a “Caution: Wet Floor” sign in this same location, so that you may warn individuals of hazardous areas to walk in when a spill has happened or once you’ve mopped.

Lost & found items

If, during the course of cleaning up after your meeting or event, you find any items not belonging to you or your guests or left behind by you or your guests, please place them in the “Lost & Left Around” bins that can be found in the Commons Storage Room (156, next to the Commons).

Return all items around the space to their previous location(s)

Games should be returned to the location where they were last sitting out before your event. You may store them on the steel shelf in the kitchen temporarily, during the course of your event, if you need to remove them from where they sit normally, but please place them back where they were once your meeting or event is over. The same goes with any other general decorations or items around the space (flower vases, kitchen items/appliances, etc.).

Return all furniture to appropriate, previous location

The following is a list of what belongs in each room of the building. Please ensure that all furniture is returned to its proper location, with the correct number of tables, chairs or other relevant items, once your event is complete. Unless you are with Denver Urban Gardens (or an associated organization) please **DO NOT** use furniture from their office for your event, unless approved by DUG. A visual map is also on a sticker in each room (typically behind the room name sticker, on the inside of the room), to show where all furniture items belong and how they should be arranged.

- **Front Desk:** (2) Five-leg wheelie chairs
- **Entryway Lounge/Lobby:** (1) blue couch and (3) blue cushy chairs
- **Flex Rooms 141, 151, 152, 153, 154, 240, and 243:** (1) square table and (4) regular (vanilla) chairs
- **Flex Room 241 (Parents’ Room):** (1) blue cushy couch, (1) blue cushy chair, and (1) square table
- **Flex Room 242:** (2) square tables and (4) regular (vanilla) chairs
- **Conference Room 150:** (8) Four-leg wheelie chairs, (1) long table with wheels, (1) easel white board, and (1) phone
- **Board Room 230:** (1) large table (without wheels), (15) 5-leg chairs, (2) square tables, (2) regular (vanilla) chairs, (1) phone, (1) 3-prong extension cord, (1) recycling trash can and (1) regular trash can
- **Upstairs Foyer/Hallways:** (2) bar-height, steel tables, and (6) barstools (three at each table)

- **Classroom: 236:** (10) flip-top tables, (20) 5-leg chairs, (1) rolling, double-sided white board, (1) projector screen, (1) 8-outlet extension cord, (1) phone, (1) recycling trash can and (1) regular trash can
- **Commons:** (9) wooden tables on wheels, (4) square tables, (48) regular (vanilla) chairs, (1) podium, (1) equipment cabinet (locked), (1) recycling trash can (others belong in Kitchen), (1) blue cushy couch, (2) blue cushy chairs, and (1) long, steel table
- **Kitchen:** (1) recycling trash can, (1) compost trash can, and (1) regular trash can. These, and all other items, should be returned to where they were previously (as noted in more detail below)
- **Pantry:** Please do not enter or use anything in the Pantry. This area is off limits to outside guests

Kitchen

If you will be using the kitchen during your meeting or event, please take note:

- All dishes and appliances are communal and available for your use, with the exception of those located on the steel shelf above the sink, and the shelves on either side of the stove, as well as a set of catering items located in the pantry. These are designated for Denver Urban Gardens' cooking demonstrations and/or events.
- For cutting, use cutting boards rather than the wooden counters.
- Grease-cooking is not permitted.
- If a fire starts in the kitchen, please first use the fire extinguisher. Only if the fire is out of control, should you pull the fire suppressant lever located on the hood, as it releases a chemical that will destroy the stove and counter top. In either case, call the fire department.
- While you are welcome to use the coffee brewer and coffee air pots, please DO NOT use any of the coffee or coffee accoutrements located near the brewer. These items are for use by tenants and members only, during their normal working hours. Please also do not use any of the community creamer, located in the fridge, or community tea, sitting out with the rest of the coffee supplies.

Kitchen cleaning checklist:

Wash and dry all dishes

Please place all possible dishes in the dishwasher if you have a small set of dishes that need washing. We ask that if you do this, you be around long enough to also unload the dishes when it is done, but the dishwasher takes a very long time to finish its cycle. That said, it might be best to hand wash and dry all dishes, particularly when you have a great deal of dishes to wash. Once you have washed and dried all dishes, please return them to their appropriate place in the kitchen (if using communal dishware or glassware), or take home/return any items you've rented externally. In regard to dish towels:

Dish towels and linens

Dish towels may be found in the far, right, white cabinet (marked "Other Community Items) against the West wall in the kitchen. Once you've used them, please place all dirty dish towels/linens in the Commons Storage Room (156) in the Commons, inside the bin marked for dish towels, which should be located next to the Lost & Left Around Bin.

Return any appliances to their previous location

Clean counter tops

The counters in the kitchen should only be cleaned with a damp cloth, and the mild cleanser located under the sink. The environmentally-friendly counters that you see are not as durable as an industrial finish, so they need to be treated with special care, meaning no harsh cleansers or sprays should be used, as they could cause damage.

Coffee air pots

If you have used any of our coffee air pots, please wash and dry both the insides and outsides thoroughly, and return them to the metal shelf in the Kitchen.

Emergency Contact

Emergency: 911 or call box at front door

Denver Police Non-Emergency: (720) 913-2000

After-Hours Contact: St. Charles: (303) 595-8710 (leave message and wait for call back)

For any other questions, please contact:

720-515-8118 • info@posnercenter.org



POSNER CENTER
FOR INTERNATIONAL DEVELOPMENT