

MEMBER SPACE RENTAL



**POSNER
CENTER**

POLICIES

General

Space rental at the Posner Center is available only to our Community - Tenant and 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 > Member Space Rental). You will be notified of the availability and/or confirmation of your request via e-mail within one week. Room rentals are dependent on both availability of the space and Posner Staff Members.

The earliest you may reserve a room is up to three months in advance.

Payment

A non-refundable deposit is due at the time of reservation for the Boardroom, Classroom, and Commons. This deposit will be refunded within four (4) days of the completion of the event if Posner has assessed there were no damages incurred. **The full 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 Invoice Ninja. 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, 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. 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.). Please remove all trash and recycling and put in the proper dumpster in the back ally. **Our cleaners are not responsible for cleaning up after an event.** Any users that leave a mess will incur a minimum charge of \$100.00 - deducted from your deposit - for cleaning expenses. In addition, any users that leave a mess will not be allowed to use the space again in the future. 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.

Catering

We do not offer sets of kitchen dishware, glassware, cookware, or other catering items for rentals. However, the kitchen is equipped with communal pieces 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.

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.

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 gender neutral and the bathroom upstairs is for any individuals identifying as female.

PRICING

Rental rates **by the hour** are provided in the following list. All hourly rentals must include set up and clean up time. Please be sure to consider set up and clean up time when submitting your rental request.

\$ per 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.
\$35/\$50	Boardroom (Max occupancy: 14 at table, 25 open): 8am–5pm, Monday–Friday at \$35 an hour; 5pm–9pm Monday–Friday and weekends at \$50 an hour. There is a \$50 flat rate refundable deposit for each Boardroom rental.
\$60/\$80	IEEE Global Classroom (Max occupancy: 30 as classroom, 50 open): 8am–5pm, Monday–Friday at \$60 an hour; 5pm–9pm Monday–Friday and weekends at \$80 an hour. There is a \$100 flat rate refundable deposit for each IEEE Global Classroom rental.
\$125	Commons & Kitchen (Max occupancy: 100 seated, 200 open): Between 4pm–9pm on weeknights or 8am–10pm on weekends, including set-up & clean-up time. There is a \$200 flat rate refundable security deposit for each Commons rental.

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

