

SPACE RENTAL



POSNER
CENTER

POLICIES

General

Space rental at the Posner Center is available to our Community - Tenant and Member organizations and the general public.

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.

Payment

A non-refundable deposit is due at the time of reservation for the Boardroom, Classroom, Conference Rooms and Commons. This deposit will be refunded within seven (7) 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** 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. Caterers, Rental Companies, and other auxiliary event staff should use the back door closest to the kitchen.

Janitorial

Groups are responsible for returning the space to its original condition. An extensive **Cleaning Checklist** is included in every rental space 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 alley. **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 Posner Center in advance of your event.

Alcohol

The sale of alcohol is strictly prohibited at the Posner Center. Tenants and other building users are directly responsible for ensuring alcohol service follows all applicable laws. The Posner Center is not liable for any event where Tenants or other authorized building users serve alcohol.

If you are planning to have an event at the Posner Center where alcohol is available, we recommend that you:

- Do NOT have a public event (see restriction on public events below);
- Do NOT have a cash bar or otherwise sell alcohol;
- You may, however, cover the costs of alcohol through, e.g., event tickets that cover the cost of food and beverage, drink tickets, etc.;
- Check IDs if anyone attending is potentially under the age of 21; and
- Do NOT serve alcohol to minors & Do NOT allow minors to serve alcohol.

Restriction on Public Events

No event at the Posner Center should be open to the general public, i.e. anyone can walk into the event without some type of invitation or controlled access. Instead, Tenants should manage access to events through any or all of the following: controls:

- Direct email invitations;
- Advertise your event as, e.g., "RSVP Only" or "Check-in at the door" or similar language;
- Require and monitor RSVPs or a guest check-list; or
- Staff a check-in desk at building access points (usually the front lobby area).

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 here - <https://posnercenter.org/space-rental/>. 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.

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) can be found here - <https://posnercenter.org/member-space-rental/building-rental/>.

For any other questions, please contact:
info@posnercenter.org



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FOR INTERNATIONAL DEVELOPMENT