



THE LONE TREE HUB FACILITY RENTAL FACTS



GENERAL INFORMATION

The South Suburban Lone Tree Hub located at 8827 Lone Tree Parkway may be reserved by any community members and groups.

There are two multi-purpose classrooms, one classroom, one conference room and the lobby available for rental during the hours of **8:00 am – 9:00 pm** seven days a week.

FACILITY AMENITIES:

- 2 Multipurpose Rooms Capacity- 48 or capacity of 97 for both rooms with wall open and combined
- 1 Conference Room Capacity-15 at a table; 41 total
- 1 Classroom Capacity - 35
- Lobby Capacity - 267
- Kitchenette

WHAT WE PROVIDE:

- 22 - 5' x 2' seminar tables; depending on the set-up it will determine how many can be seated at the table
- 20 - 3½' x 3½' card tables; seats 4 each
- 5 - 6' x 3' banquet tables; depending on the set-up it will determine how many can be seated at the table
- 200 chairs
- Audio/Visual equipment and extras: iPod cord, AV hookups with HDMI cords, projector screen(Prairie Sky Classroom) , smart TV (Timberline classroom and conference room) and podium without microphone (*No additional charges for A/V or extras*)
- We set-up and tear down the tables and chairs.
- Extra tables and chairs may be brought in at Lessee's expense.

WE DO NOT PROVIDE:

- Linens/table covers
- Decorations- **Any types of CONFETTI AND/OR GLITTER** are not permitted.
- Party hosts/planners
- Dinnerware such as cooking utensils, bowls, plates, eating utensils, etc.
- Additional tables and chairs beyond what the facility has on-site.
- Music, entertainment, PA system or microphones.

PRICING GUIDELINES:

1. **Are you a Sa South Suburban resident or non-resident?** - prices vary based on your residency status
2. **How many people will be attending the event?** - This is to determine what space you will need and what costs are associated with the rented space. See pricing on page 2.
3. **What time will the event run, including set-up and tear-down time** – Plan for time to set up before your event start time as well as clean up time after the event ends. All cleanup time must be included in rental block. **Any time beyond the reserved time will be an additional charge to be paid on the day of the rental.** Staff will announce when the clean-up process should begin. Groups are responsible for the care and removal of their property, immediately following the rental. Each group is also responsible for the cleanup and removal of all decorations, food, and utensils before vacating the facility. We will provide additional trash cans if needed.
4. **What is the date of the event?** – We are available for rental during the hours of 8:00 am – 9:00 pm seven days a week with the exception of holidays. Sunday reservations require a minimum of 3 hours – does not include set-up or break-down time.



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5. **Will you be serving alcohol/beer?** – If you are hosting a private event where only people on a specific guest list are allowed in the facility (no open invitations, no advertising on social media, no walk-in guests allowed): Alcohol may be served. If you are hosting a public event: Application must be made to the City of Lone Tree for a Special Events Liquor Permit.
6. **What type of set-up will you want?** – Table seating for everyone, classroom style, theater seating with a center aisle, chevron seating with a center aisle, u-shape with table and chairs, etc. We roughly can fit 50 people in each classroom with theater seating. We can roughly fit 40 people in each classroom with tables and chairs. Consult with facility staff if you are unsure whether your chosen set-up will fit in the allotted rooms.

CANCELLATION & REFUND POLICY:

1. South Suburban reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause, or for failure to comply with any of the foregoing. In such cases, Lessee will, upon request, immediately remove all persons and equipment from the facility.
2. South Suburban reserves the right to cancel this agreement upon a 48-hour written notice to the Lessee, in which full refund will be granted, or in case of an emergency with as much Lessee notice as possible with a full refund being granted.
3. Cancellations made by Lessee within 48 hours of the event may not qualify for a full refund of rental fees.

PRICING and CHARGES

Rooms	Rental Rates	
	Non-District	District
Multipurpose (MP) Rooms – Prairie Sky and Timberline	\$55/hour/room	\$45/hour/room
Sweetwater Conference	\$55/hour	\$45/hour
Bluffs Classroom	\$55/hour	\$45/hour
Lobby Space	\$100/hour	\$90/hour
Whole Facility	\$250/hour	\$200/hour
Daily Rental Rate if renting 3 or more consecutive days	\$275/day	\$250/day
Kitchenette Add On	\$15 Flat Fee	\$15 Flat Fee
Additional Staffing Fee for groups over 50	\$15/hour	\$15/hour
Additional Staffing Fee for groups over 150	\$25/hour	\$25/hour
Rental Run Over Fee	\$55/hour	\$45/hour
Pre-arranged Storage Fee	\$30/day	\$30/day



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FAQ'S:

Q: Who do I contact if I want to proceed with a rental?

A: You may call the Hub at 720.245.2601 ext 2 and leave a message for a return call or email hubrentals@ssprd.org. Please note that our Rental Specialist only works part-time. We will return your message as soon as possible.

Q: What can we use to hang decorations?

A: Only Blue Painters tape may be used. – No nails or hooks or similar fasteners can be put in the walls. Balloons must be weighted or tied down. **Any types of CONFETTI AND/OR GLITTER** are not permitted.

Q: What is the maximum number of people we can accommodate for a rental?

A: See the amenities section for details.

Q: Can I use an outside catering company and/or bring in my own food and drinks?

A: Yes. A kitchenette is available for use for a \$15 flat fee.

Q: Can we use the patio during our rental time?

A: Yes, and at no additional charge, but no glass is allowed outside or on the patio and it is to remain open to the public.

Q: Can we store items for our event the day before/after?

A: Yes, there is a storage fee of \$30/day to hold items for early delivery or late pick up.

Q: Can we smoke on the patio?

A: **No smoking** in or around the facility.

Q: Is there a charge to use the kitchenette?

A: Kitchenette is available for use for a \$15 flat fee.

Q: Do we clean up after the rental?

A: Groups are responsible for the care and removal of their property, immediately following the rental. **We will charge for any additional time over and above the scheduled rental time when all guests have not left the facility by the end of the rental period.** Each group is responsible for the cleanup and removal of all decorations, food and utensils before vacating the facility. We will provide additional trash cans if needed. Damage/cleaning fees will incur if the facility is left in poor condition or if any items are damaged during the event.

Q: Is there a down payment or how much do we have to pay upfront?

A: Patrons must provide payment in full to guarantee their reservation.

Q: Are there more tables or chairs available for use?

A: Extra tables and chairs may be brought in at Lessee's expense. There is a pre-paid \$30/day storage fee for items being stored beyond event rental times.

Q: If I have a small group that meets on a regular basis, can we just use the space for free on a first-come, first-served basis?

A: You may take the chance that there is space open the day and time your group meets, but no space is guaranteed to be available and last minute arrangements cannot always be accommodated. Booking and renting the space guarantees the space for you. Staff will be able to assist with the set-up of tables and chairs only if the space is booked ahead of time as a rental. Please speak with the facility manager if you would like to see what other arrangements can be made for your group.



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Facility Layout - feel free to draw your specific set-up

