

STONE HOUSE
2900 South Estes
Lakewood, CO 80227



CITY OF LAKEWOOD
Department of Community Resources
480 S. Allison Parkway
Civic Center South
Lakewood, CO 80226

Contact: Administration (303) 987-7800
Monday – Friday, 8:00 AM – 4:30 PM

The Stone House is on the National Register for Historic Preservation. All persons/groups scheduled to use it must maintain the dignity of this facility. Your cooperation is needed to keep it a beautiful place to enjoy. It is our obligation under **ADA guidelines** to inform users of this facility that **THE STONE HOUSE IS NOT HANDICAP ACCESSIBLE**.

In order to keep and maintain this facility for public use, each person/group must adhere to the following use policies, as well as all other conditions set forth in the Facility Rental Guidelines.

Please pick up your key at the above address between 8:00 AM and 4:30 PM Monday through Friday. If your reservation is for Friday evening, Saturday, or Sunday, you must pick up your key before 4:30 PM on Friday. If you fail to do so, you will need to call a City employee at [303-559-9152](tel:303-559-9152) to come unlock the facility and call again to lock up the facility. \$120.00 will be deducted from your damage deposit. Failing to lock the building and/or set the alarm will also result in a \$60.00 deduction, and an appropriate deduction will also be made if the building or grounds are left in such condition that excessive cleanup time is required.

You may return the key to the above address at times indicated above.

1. SECURITY RULES – The Stone House is monitored by a security system directly connected to the Lakewood Police Department. Their non-emergency number is [303-987-7111](tel:303-987-7111). The following instructions MUST be followed to avoid notification of the Police Department of illegal entry. Police will be dispatched. Please remember that you are authorized to occupy the facility only during the specific date and time shown on your application for facility use.
 - a) Use the house key provided to open the door.
 - b) Upon entering, close the door, then IMMEDIATELY proceed down the stairs and find two small indicator lights on the west wall, near the water fountain. **
 - c) The red light should be on. Insert the alarm key into the metal plate and turn the switch to activate the green light, hold for 2-3 seconds, then remove the key. You have 45 seconds to complete the above procedure after you have entered the house.
 - d) Once the green light is on, you are free to begin your activity. Do not leave the key in the alarm during your activity.
 - e) Prior to vacating the building (no later than 10:30 PM), be sure all doors and windows are shut.
 - f) Go downstairs, insert the alarm key and turn so that the red light comes on. Vacate the building and Lock the door. **

**** NOTE: THE ALARM CANNOT BE DEACTIVATED OR ACTIVATED UNLESS THE DOORS ARE CLOSED.**

2. GENERAL RULES:

- a) Do not drive on the lawn to unload equipment.
- b) Alcoholic beverages (other than beer) require an Alcohol Permit.
- c) No cooking is allowed in the building.
- d) This is a “No Smoking” facility.
- e) No rice, birdseed or confetti is allowed.
- f) Occupants must set up, take down and return chairs and tables to their original location.
- g) Music must stay within reasonable noise levels and not be disruptive to neighboring areas.
- h) Turn down the thermostat to 55 degrees in winter; turn off air conditioning in the summer.
- i) Shut and lock all windows; leave shades up. Remember to lock both doors.
- j) Clean sink area.
- k) Place trash in barrels outside of the building.
- l) Use only a soft broom to sweep the floors.
- m) Report any noted damages to Administration immediately.

STONE HOUSE

LOCATION: 2900 S. Estes Street, Lakewood, CO 80227 (closest intersection is Yale & Estes)

HOURS OF USE: Daily – 8:00 am – 10:30 pm

CAPACITY: House - 35 maximum (fire code regulation)
 Fenced area - 100 maximum ****NO TENTS WITHIN THE FENCED AREA****
 Parking lot - 50 spaces

FEES: The rental fee is \$60.00 per hour Monday through Friday, \$70.00 per hour Saturday and Sunday with a two-hour minimum rental required. The damage deposit is doubled if an alcohol permit is obtained. You are allowed, without charge, ½ hour before your event for setup, and ½ hour after your event for cleanup.

<u>Number of Hours</u>	<u>Rental Fee</u> Mon - Fri	<u>Rental Fee</u> Sat and Sun	<u>Deposit</u>
2	\$120	\$140	\$150
3	\$180	\$210	\$150
4	\$240	\$280	\$200
5	\$300	\$350	\$200
6	\$360	\$420	\$200
7	\$420	\$490	\$300
8 or more	\$480	\$560	\$300

CANCELLATION POLICY: Cancellations received two or more weeks prior to an event will forfeit a service charge in the amount of \$20.00. **No refunds will be made for cancellations received less than two weeks prior to a scheduled event.**

FEATURES OF STONE HOUSE:

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| 35 stacking chairs | Restrooms in basement |
| 7 6-foot folding tables | Air conditioning/heating system |
| 4 card tables | Compact refrigerator; counter space; sink |
| 4 picnic tables | Outside power outlet |

SPECIAL INFORMATION:

If the services of a watchman are required, the City will not assume the responsibility for arrangements. The sponsors shall assume any and all costs for such services.

No resale of food, beverages and/or other products will be authorized without special permission of the Department and copies of all appropriate City, State or County licenses must be on file in the Department.

There are no grills located in the Stone House yard. You may bring your own gas grill to use on the patio.

UPDATED 10/27/10