

GRAHAM HOUSE
2345 Routt Street
Lakewood, CO 80215



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

All persons/groups scheduled to use the Graham House 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 **GRAHAM HOUSE IS 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 Agreement.

Please pick up your key from the Department of Community Resources at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. If your reservation is for Friday evening, Saturday or Sunday, you must pick up your key before 4:30 p.m. on Friday. If you fail to do so, you will need to call a City employee at **720-239-3146** (select Option 5) **Facility Maintenance Trouble Shooter Line** to come unlock the facility and call again to lock up the facility. **Also call this number for any after hour facility issues.** The damage deposit is fully refundable assuming everything is left in order. Exceptions include: \$120.00 will be deducted from your damage deposit if you fail to pick up your key and have to call Facility Maintenance to come unlock the facility for you. 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.

SECURITY RULES – The Graham House is monitored by a security system directly connected to the Lakewood Police Department. Their non-emergency number is 303-980-7300.

1. GENERAL RULES:

- a) Do not drive on the lawn to unload equipment.
- b) Alcoholic beverages (other than beer) require an Alcohol Permit.
- c) Cooking is allowed in the microwave only.
- d) This is a “No Smoking” facility.
- e) You may bring propane grills to use in the parking lot only. No charcoal grills allowed.
- f) Occupants must set up, take down and return chairs and tables to their original location.
- g) Close window shades. Shut and lock all windows. Remember to lock the patio door.
- h) Place trash in barrels outside of the building near carport or near gate area.
- i) Report any noted damages to Administration immediately.

GRAHAM HOUSE

Updated 10/15/19

LOCATION: 2345 Routh Street, Lakewood, CO 80215 (Routh St. and Upland Spurs cul-de-sac – physical location is on Upland Spurs on the left behind the gated parking lot)

HOURS OF USE: 8:00 am – 8:00 pm Weekdays
8:00 am – 9:00 pm Friday, Saturday & Sunday

CAPACITY: House - 40 maximum
Parking lot - 9 spaces (parking is prohibited beyond the gated area)

FEES: The rental fee is \$60 per hour Monday – Thursday. Rental fees increase Friday – Sunday and Holidays. A four-hour minimum rental is required. The damage deposit is doubled if an alcohol permit is obtained.

Resident Fees - Add \$25 for Non-Resident

<u>Number of Hours</u>	<u>Rental Fee</u> Monday-Thursday	<u>Rental Fee</u> Friday-Sunday and Holidays	<u>Damage Deposit</u>
4	\$240	\$290	\$200
5	\$300	\$360	\$200
6	\$360	\$430	\$200
7	\$420	\$500	\$300
8 or more	\$480	\$570	\$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 GRAHAM HOUSE:

Large conference table & chairs Refrigerator, counter space, sink, coffee maker,
52 stacking chairs microwave, flip chart, smaller conference room
7 folding tables (various 4ft, 6ft, 8ft)

SPECIAL INFORMATION:

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.

Alcoholic beverages (other than beer) must be approved through the City and require an alcoholic beverage permit at a cost of \$100. **On-site supervision is required for groups over 20 and when use of alcohol is permitted at an additional cost of \$10.00 per hour.**

Use of the Graham House shall remain in the area of the house, patio or lawn. **The Graham Park adjacent to the house is not intended as part of the rental.**

There are no grills located at the Graham House. You may bring your own propane grill to use in the parking lot only.

The City assumes no responsibility or liability for loss or damage of any property, material or equipment of the Renter during use.

It will be the responsibility of the renter to ensure that parking is limited to the nine spaces available.