

**STONE HOUSE**  
2900 South Estes  
Lakewood, CO 80227  
[www.lakewood.org/stonehouse](http://www.lakewood.org/stonehouse)



**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 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 other after hours 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 as well as locking the outdoor electrical boxes will also result in a \$60.00 deduction for each occurrence. An appropriate deduction will also be made if the building or grounds are left in such condition that excessive cleanup time is required. Early entry into the Stone House prior to 9 a.m. will result in a \$80 deduction from your damage deposit.

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 303-980-7300.
  
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) You may bring propane grills to use on the patio. No charcoal grills allowed.
  - e) This is a “No Smoking” facility.
  - f) No rice, birdseed or confetti is allowed.
  - g) Occupants must set up, take down and return chairs and tables to their original location.
  - h) Music must stay within reasonable noise levels and not be disruptive to neighboring areas.
  - i) Turn down the thermostat to 55 degrees in winter; turn off air conditioning in the summer.
  - j) Shut and lock all windows; leave shades up. Remember to lock both doors.
  - k) Clean sink area.
  - l) Place all trash in trash bags (bring your own) and place in the bin outside, located behind the building on the east side. It must be locked with the key provided upon departure.
  - m) Use only a soft broom to sweep the floors.
  - n) Report any noted damages to Administration immediately.
  - o) Power inside the house is limited to a 20 amp circuit. Do not plug in coffee pots, crock pots or anything that will draw a lot of power. Outdoor electrical boxes are located on either side of the front door. They should be used as the main source of power with no restrictions. They must be locked and unlocked with the additional key provided upon arrival and departure.

## STONE HOUSE

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

HOURS OF USE: Daily – 9:00 am – 10:30 pm; you can only access the house during the hours that you have rented OR for full day rentals as well as Friday – Sunday and Holidays, after 9 a.m. for cleaning purposes

CAPACITY:

- House - 35 maximum (fire code regulation)
- Fenced area - 100 maximum **\*\*NO STAKED TENTS WITHIN THE FENCED AREA\*\***
- Parking lot - 50 spaces **(Not reserved. First-come, first-served basis)**

FEES: The rental fee is \$60.00 per hour Monday - Thursday. A four- hour minimum rental is required. Rental fees increase Friday-Sunday and Holidays and require an all day rental. The damage deposit is doubled if an alcohol permit is obtained.

**Resident Fees - Add \$25 for Non-Resident  
Cleaning Fee – Add \$75**

<u>Number of Hours</u>	<u>Rental Fee</u> Monday-Thursday	<u>Rental Fee</u> Friday-Sunday and Holidays	<u>Damage Deposit</u>
4	\$280	N/A	\$200
5	\$350	N/A	\$200
6	\$420	N/A	\$200
7	\$490	N/A	\$300
8 or more	\$560	\$620	\$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:

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:

\* **Groups 76 people or more will be required to rent a portable toilet and have it placed in the assigned location and removed after your event.**

\* **Place all trash in trash bags (bring your own) and place in the bin outside, located behind the building on the east side. It must be locked with the additional key provided upon departure.**

\* Power inside the house is limited. Do not plug in coffee pots, crock pots or anything that will draw a lot of power. Outdoor electrical boxes are located on either side of the front door. They should be used as the main source of power with no restrictions. They must be locked and unlocked with the additional key provided upon arrival and departure.

\* Alcoholic beverages (other than beer) must be approved through the City and require an alcoholic beverage permit at a cost of \$100. The damage deposit is doubled if an alcohol permit is obtained.

\* 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 propane grill to use on the patio.

\* **BATHROOMS:** The Stone House was built sometime between 1859 and 1864 and is on the National Register for Historic Restoration. The plumbing is very old and we've been working to proactively resolve this issue. We had to take out the toilet in the men's room leaving a urinal for use but there is still a bathroom stall with toilet in the women's restroom. Nothing except toilet paper should be flushed down the toilets. The fan in the bathroom can be somewhat loud.

\* **OUTDOOR LIGHTING:** The lights outside are only at the front and back doors and due to the historical nature of the house, we cannot add more so if you go into the evening with your event it can get dark. You could bring in your own battery powered LED lights to brighten the outside. No torches/open flame is allowed.

**UPDATED 2/18/22**