



Training/Retreat Guide

The Estes Valley Community Center is an excellent choice for your next corporate retreat or off-site training. We have classrooms and conference rooms of various sizes, and several of them have integrated audio/visual systems that make presentations simple. With plenty of parking, a large patio with a view of the mountains, and a spacious lobby with a gas fireplace, our meeting rooms can't be beat!



Our large multi-purpose room consists of three sections, Adams, Bighorn, and Chiquita (ABC), which can be used together for large groups or broken into sections for breakout sessions.

Basic Packages

	Meeting Room	Included Amenities	Rate/Day
Large	Adams, Bighorn, & Chiquita (Capacity 190; 2,831 sq. ft.)	Tables and chairs setup to your specifications, integrated audio/visual system, use of refrigerator/freezer, coffee machine, coffee cups, hot water dispenser for tea/cocoa, ice machine, water pitchers, water glasses, and sink. Plenty of parking, nice lobby, large patio, great view!	\$1,440/day (M-F, 8am-5pm)
Medium	Bighorn & Chiquita (Capacity 120; 1,800 sq. ft.)		\$960/day (M-F, 8am-5pm)
Small	Chiquita (Capacity 60; 900 sq. ft.)		\$480/day (M-F, 8am-5pm)

*Room capacities may differ based on setup requested – these are legal maximums.

Optional Small Rooms

If you need additional space for smaller group meetings, our classroom, game room, and conference room are available.



Classroom - 21 People Max - 246 sq. ft.



Conference Room - 10 People Max - 267 sq. ft.

	Description	Capacity	Rate
Classroom	Small classroom with integrated audio/visual system, sink, countertop	21	\$40/hour
Game Room	Cozy game room with a large smart TV, wildlife décor, and a gas fireplace	18	\$40/hour
Conference Room	Business conference room with a smart TV, conference call system, sink, countertop	10	\$40/hour

Please note that our company training/retreat packages and general rentals are priced based on events held during building hours, as shown below. Events that extend beyond regular building hours will be billed at our standard hourly rate and include a \$25/hour fee for an attendant to be present before/after building hours.

Hours of Operation for the Estes Valley Community Center

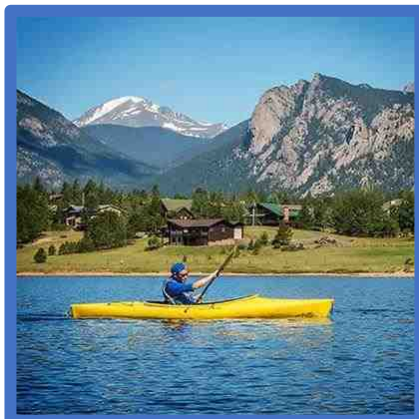
Day	Hours
Monday - Friday	6:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	12:00 p.m. - 5:00 p.m.

Activity Options

As part of the Estes Valley Recreation and Park District, we offer activities your employees will love during their free time. During the summer months, golf, pontoon boats, and stand-up paddleboards are available at our golf courses and marina, and Stanley Park offers ball fields, pickleball, basketball, tennis, mountain biking, and skateboarding facilities. For year-round fun, day passes at the Community Center provide access to our gymnasium, cardio and weight machines, free weights, exercise classes, lap pool, leisure pool, and outdoor hot tub.

Activity Seasons and Rates

Activity	Season	Rate
Disc Golf	May 15 – October 15	\$10/person
Golf – 9-Hole Course	May 15 – October 15	Ask for quote
Golf – 18-Hole Course	May 15 – October 15	Ask for quote
Community Center Day Pass (gym, cardio, weights, yoga, indoor track, golf simulator, lap pool, leisure pool, hot tub)	All Year	\$12/person
Osprey Shelter at Stanley Park (Capacity 150, 2 grills, power outlets)	May 15 – October 15	Half day \$120 Full day \$240
Bluebird Shelter at Stanley Park (Capacity 40, grill, power outlets)	May 15 – October 15	Half day \$100 Full day \$200
Pickleball, Tennis, or Basketball Court	May 15 – October 15	\$10/hour
Baseball/Softball/Kickball/Soccer Field	May 15 – October 15	\$35/hour
Pontoon Boat at Lake Estes (Capacity 10)	June 1 – September 15	\$70/hour
Canoe, Kayak, or Stand-up Paddleboard	June 1 – September 15	\$25/hour



Rental Policies

Payments & Damage/Cleaning Fees

1. Full payment is due when making a reservation.
2. Renter assumes liability for damage to the facility by the renter's hired contractors.
3. Damages to the facility or items used will be communicated and billed within one week of the event.
4. Any concerns or disappointments with an event must be communicated within 3 days of the event to allow us time to make it right.
5. There is an additional \$250 cleaning fee if the facility is damaged, left dirty, or belongings have not been removed.

Refunds and Cancellations

1. ALL cancellations must be submitted in writing – an email is acceptable.
2. There is a \$25.00 non-refundable cancellation processing fee for all rental reservations.
1. Renters may receive a full refund (minus \$25 cancellation fee) up to 30 days prior to the event date.
2. If an event is cancelled 15-29 days prior to an event, a 50% refund will be given.
3. No refunds will be given within 14 days of the event date.
4. Early entry or late vacating, beyond event time, by you or your hired contractors (caterers, florist, musician, etc.) will result in additional fees.

Kitchen

1. No food or beverages may be left/stored in the kitchen after your event time is complete.
2. The kitchen area and all items used must be cleaned prior to check out.

Facility Supervision

1. Before/after building hours, an additional fee of \$25/hour will be applied for an attendant to stay after hours for events.
2. Early entry or late vacating, by you or your hired contractors (caterers, florist, musician) will be charged at our standard rental rates.
3. Firearms are not permitted in the building. (Colorado SB24-131)

Event Set-Up

1. Tables and chairs are included in the event rental and will be arranged according to the event set-up provided by the renter. A template is available upon request.
2. Set-up must adhere to fire code and must be approved by Community Center staff.
3. Event set-up must be received no later than 1 week prior to event. If it is not turned in, the set-up will be determined by the Community Center staff.
4. Once the staff has setup the room according to the renter's instructions, any further changes are the responsibility of renter.

Decorations

1. Decorations may not be nailed or stapled to any part of the walls, ceiling, or floors. Painter's tape may be used.
2. Rice, confetti, birdseed, glitter, smoke machines, fog machines, bubble machines, etc. are prohibited in or around the premises.
3. No open flames are allowed except for fuel cans used to keep food warm on a buffet.
4. All decorations must be removed from the facility after the event.

Music/Noise Level

1. Music/noise level must be appropriate, as to not disturb regular operations or other facility events and must be kept at a reasonable level as dictated by Community Center Staff.

Serving Alcoholic Beverages

A private party with a limited guest list can serve alcoholic beverages to guests who are 21 years old or older. However, if you plan to invite the public or sell alcoholic beverages at your event, you will need a permit from Larimer County. Please see the Resource Guide for Alcoholic Beverage Service ([Special Events Permit \(estes.org\)](https://dms.estes.org/weblink/ElectronicFile.aspx?docid=77448&dbid=0)) if you plan to serve alcoholic beverages at your event. (URL: <https://dms.estes.org/weblink/ElectronicFile.aspx?docid=77448&dbid=0>)

Clean Up

1. Facility renters are required to leave the room in the same clean condition it was in when they arrived.
2. Renters must fill out a Site-Use Checklist at the end of the event and give it to the attendant.
3. Clean up includes:
 - a. Wiping tables and chairs
 - b. Cleaning any spills or messes immediately (cleaning supplies are provided)
 - c. If kitchen is rented, clean all surfaces, sweep/mop, and remove all trash from the kitchen area.
 - d. All decorations, litter, and other debris must be removed or disposed of properly. Trash must be bagged and placed in designated bins located within the area being rented.
 - e. Clean up must be completed before the end of your rental time.
 - f. EVCC will not store nor be held liable for property left on the premises. Any property left will be disposed of or put in lost and found.

There is an additional \$250 cleaning fee if the facility is damaged, left dirty, or belongings have not been removed.