

Northglenn Recreation Room Rental FAQ - NOT INCLUDING D.L. PARSONS THEATRE

Does my rental include tables and chairs?

Yes, each room can be setup with tables and chairs for your group to use. Room setups vary with each room. Fees are associated with setups of 50 or more guests.

Can I get in early to set up for my event?

You are able to access your room at the start time of your reservation. You must be cleaned up and out of the room at the end of the reservation time. Any set up or clean up time you need will be reflected in the rental time.

Can I bring alcohol to my event?

Yes, alcohol permits must be obtained through the City Clerk's Office at Northglenn City Hall to comply with city law. Information can be found here:

https://www.northglenn.org/government/licenses_and_permits/liquor_licenses.php

Can I cancel my event?

You can cancel your rental 30 days prior of the reservation date to receive a full refund. Reservations that are cancelled within 30 days of the reservation date may only receive a refund under the discretion of the Facility Coordinator.

How do I pay for the rental?

An account will be created in our RecTrac registration system; information includes name, address, phone number, and email address. At least 50% of the total amount is due at the time of the reservation to secure your spot in the calendar. The total amount must be paid at least 2 weeks prior to your event start date. Cash, Credit Card, or Check is accepted for payment.

Is there a damage deposit?

A \$150 damage deposit is required at the time of your reservation and is accepted in Cash, Check, or Credit Card. Cash and checks will be only processed if damage is found in the room after your event. Credit card information will be kept on the rental contract and will be processed only if damage is found in the room after your event. If no damage is found, cash will be returned, checks and credit card information will be shredded.

Can I bring in my own food?

Yes. We allow catered or potluck style food in all of our rooms.

Can I bring in my own decorations?

Yes. You are responsible for the tear down of any decorations used in the room.

How far in advance can I reserve a room?

Room reservations can be booked approximately 120 days in advanced under the discretion of the Facility Coordinator.