



## **The John Taylor Conference Center Rental Guidelines**

The list below provides guidelines and procedures to be followed when reserving one of Imagine!'s John Taylor Conference Center meeting rooms.

- Room reservations will be taken up to 6 months in advance, and are on a first come, first-served basis.
- Reservation times shall include the entire time the group is in the room, including set-up and clean up.
- Rooms used after regular Imagine! business hours will incur a surcharge for staffing and cleaning.
- The room may be reserved by calling 303-665-6405 at least 14 days before the event.
- Storage facilities will not be provided for any organization. Imagine! is not responsible for any materials left in the meeting rooms.
- Children and teenagers must be accompanied by an adult sponsor who is present in the room for the entire meeting.
- Activities occurring before, during, or after meetings shall not interfere with the normal operations of Imagine!.
- Groups are responsible for setting up chairs, tables, etc. according to their needs. The room(s) must be left clean and trash-free at the end of the meeting. Fees may be assessed for any damages caused during meetings or for clean up required in excess of normal maintenance.
- Tacks, nails, pins, or other fasteners are not to be used on the walls on any meeting room. If you need to use tape, use blue painter's tape.
- Light refreshments may be served. Imagine! has kitchen facilities but groups are responsible for providing their own food, drink, and supplies. The use of alcoholic beverages is prohibited. There is a vending machine area.
- Imagine! is a Smoke Free building at all times.
- The person reserving the room must be at least 18 years of age.
- Service animals are the only animals permitted in the building.
- **Payment is due at the time of the event.**