

STUDY SESSION AGENDA

CITY COUNCIL CITY OF WHEAT RIDGE, COLORADO

7500 W. 29th Ave.
Wheat Ridge CO

May 20, 2019

6:30 p.m.

Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Call Sara Spaulding, Public Information Officer 303-235-2877 at least one week in advance of a meeting if you are interested in participating and need inclusion assistance.

Citizen Comment on Agenda Items

1. Jefferson County Financial Update – County Treasurer DiTullio
2. Update on Artspace Proposal
3. City Facility Rental Fee for Nonprofits
4. Staff Report(s)
5. Elected Officials' Report(s)

ADJOURNMENT

Memorandum

TO: Mayor and City Council

FROM: Patrick Goff, City Manager

DATE: May 15, 2019

SUBJECT: Update from Jefferson County Treasurer Jerry DiTullio

ISSUE:

Jefferson County is working to trim its budget by \$16.1 million in the next year to balance the budget and maintain an appropriate reserve fund. To achieve this, the County is starting by requiring seven percent budget reductions for 2020 for all offices, departments and divisions whose budget is impacted by the General Fund.

County Treasurer Jerry DiTullio has requested time on City Council's agenda to provide an update on this budget shortfall and other issues pertaining to his new role at the County.

Memorandum

TO: Mayor and City Council

FROM: Patrick Goff, City Manager

DATE: May 15, 2019

SUBJECT: Artspace Feasibility Study

ISSUE:

At the February 4, 2019 study session, Artspace Consulting and members of the Cultural Commission requested that City Council consider a Preliminary Feasibility Study to provide preliminary feedback about the feasibility of creating live/work, multi-use, or other arts facility development in the City of Wheat Ridge. Consensus was reached that evening by City Council to ask the Cultural Commission to investigate this proposal further with the community to gain additional moral and financial support for the project and to report back to City Council at a future meeting.

Attached is a letter from Cultural Commission Chair Diane Robb summarizing the Commissions outreach to the community on this project and a request for \$12,500 from the City to assist in funding the feasibility study.

BACKGROUND:

Artspace's mission is to create, foster, and preserve affordable space for artists and arts organizations. Artspace Consulting helps communities identify effective, affordable ways to incorporate the arts into their civic agendas. They help communities revitalize downtown areas and inner city neighborhoods, reanimate historic properties, develop arts districts, and create and preserve affordable spaces for artists.

ATTACHMENTS:

1. Letter from Cultural Commission Chair Diane Robb, dated May 20, 2019
2. Artspace Consulting Brochure
3. Artspace Consulting – Introduction to Preliminary Feasibility Study

May 20, 2019

To: Wheat Ridge City Council

From: Diane Robb, Chair
Wheat Ridge Cultural Commission

Re: Artspace

It is my pleasure this evening to continue our conversation regarding the possibility of bringing Artspace into our beautiful city. On February 4th of this year I introduced Ms. Shannon Joern of ArtSpace to the Council to introduce the concept of Artspace. Artspace helps communities identify effective, affordable ways to incorporate the arts into their civic agendas. Their mission is to “create, foster, and preserve affordable space for artists and arts organizations.”

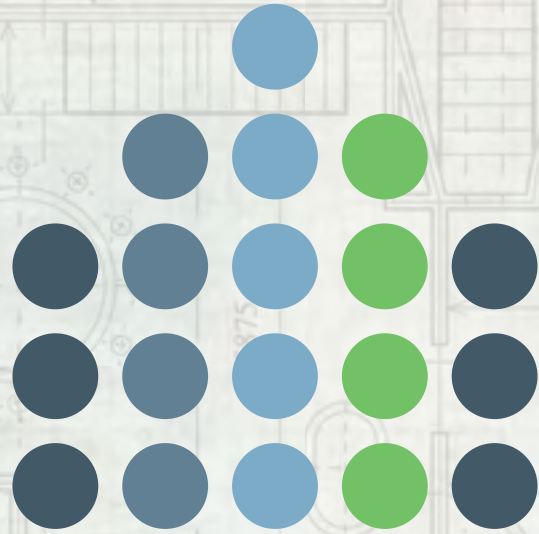
After much discussion that evening there was consensus amongst the Council that the Cultural Commission should further pursue this idea – which we did. We spoke to a number of individuals including creatives, realtors, affordable housing experts, developers, business owners, property owners, people that have had direct involvement with Artspace, and basically anyone that would listen to us. We have secured a partnership with LocalWorks and formed a core committee of individuals that believe in the Artspace concept for Wheat Ridge.

The first step is to hire Artspace to perform a *Preliminary Feasibility Study* which provides preliminary feedback about the feasibility of creating a live/work, multi-use, or other arts facility development. This Study costs \$25,000.00. LocalWorks, believing in the ArtSpace concept, as well as believing that this is in alignment with their mission of advancing Wheat Ridge as a vibrant and sustainable community, has offered matching funds for this Study in the amount of \$12,500.00. With the Feasibility Study in hand, we will then know the next steps that need to be taken. Artspace brings over 30 years’ experience in developing, owning, and operating arts facilities with groups around the world.

This evening we are asking the Council to approve \$12,500.00 for the second half for the *Preliminary Feasibility Study*.

Thanks!

Diane Robb, Chair



ARTSPACE CONSULTING

artspace

Building better communities through the arts

ATTACHMENT 2



WHO WE ARE

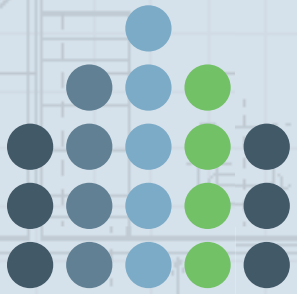
Artspace Consulting is a division of Artspace that helps communities identify effective, affordable ways to incorporate the arts into their civic agendas. Our practice builds on Artspace's expertise as America's leading real estate developer for the arts and operator of more than 30 successful arts facilities around the country.

Our community-based approach bridges the traditional gap between the arts and the civic arena. Our clients benefit from direct access to our three decades of experience as a developer of arts facilities that deliver sustainable, affordable space for artists, arts organizations, and creative businesses.

We help communities revitalize downtown areas and inner city neighborhoods, reanimate historic properties, develop arts districts, and create and preserve affordable space for artists. We help arts organizations evaluate their existing facilities, identify new ones, and determine how their spaces can best serve their needs. Artspace Consulting works with you to determine the next steps toward making your community the best it can be.

Artspace's mission is to create, foster, and preserve affordable space for artists and arts organizations.





WHAT WE DO

Artspace Consulting helps communities by...

...creating a facility to provide affordable live/work or studio space for artists, homes for arts organizations, or space for other creative activities. We identify the most suitable buildings and sites, develop realistic capital and operating budgets with an eye to long-term sustainability, and offer practical advice about how to move a project forward.

...imagining a place, such as an arts or cultural district, neighborhood, campus, or other cluster of people, buildings, and uses. We guide our clients through the process of refining their vision and review plans for arts districts, campuses, and centers.

...improving what exists, whether it's a single facility, a campus, or an entire arts district. Our clients include arts organizations that are thinking about expansion, groups that wish to operate a shared facility more efficiently, and other entities that want to make their facilities better.

...sharing what we know through articles, speaking engagements, presentations at conferences, and other gatherings attended by national policy-makers, urban planners, and community leaders of all kinds.

OUR SERVICES

Preliminary Feasibility Visit

An intensive two-day fact-finding mission to assess the potential for an Artspace live/work or mixed-use project in a community. An Artspace team tours buildings and sites; meets with artists, city officials, and other stakeholders; and conducts a public meeting to welcome community participation and generate a buzz. We recommend the Preliminary Feasibility Visit for communities with populations of more than 50,000 and an established base of local support.

Creative Spaces Consulting Visit

A two-day visit, similar to a Preliminary Feasibility Visit, that focuses on a community's vision for creating an arts facility or district that is not likely to result in an Artspace-developed project. This visit helps communities address civic challenges such as finding a creative use for a city-owned property, evaluating the artist component of a project led by a for-profit developer, or assessing an arts district.

Deliverables for both the Preliminary Feasibility Visit and the Creative Spaces Consulting Visit include a written report that documents our findings and recommendations for next steps.

Washington Studios in Duluth, MN
Photo by Sequest Photography



CREATING A FACILITY



CASE STUDY Loveland, Colorado

THE CHALLENGE

Help the City of Loveland preserve its historic Feed & Grain Building and generate economic development in its downtown

GOALS

- > Identify a viable and sustainable concept for adaptive reuse of the Feed & Grain Building
- > Incorporate affordable housing for artists into the project vision

SCOPE OF WORK

- > Preliminary Feasibility Visit
- > Arts Market Survey

DELIVERABLES

- > Feasibility Report that discusses potential for arts facility in Loveland and identifies next steps for moving the community's vision forward
- > Survey Report identifying strong need for artist live, work, and exhibition space

UPDATE

- > Two-phase project that includes an art center in the Feed & Grain Building, 30 units of artist live/work housing, and a public plaza

Artspace Loveland, Loveland, CO, Love and Light Exhibition, 2012
Photo by Alanna Brake, www.luckybrakelimited.com



OUR SERVICES

Arts Market Survey

An online survey to determine the size and nature of the market for affordable artist live/work, studio, or other creative space in a community.

Artists, creative workers and businesses, as well as arts and cultural organizations of all disciplines are invited to share their needs and preferences for affordable space. This information helps the project team select a site, attract funders, and design a facility that effectively addresses the needs of the local creative community.

Each survey is customized to reflect the unique characteristics of the local community and arts scene. Over the last 20 years, we have conducted approximately 40 Arts Market Surveys that have reached more than 25,000 creative individuals.

Artspace Tannery Lofts Resident, Santa Cruz, CA
Photo by Charles Mixon

IMAGINING A PLACE

• CASE STUDY Wichita, Kansas

THE CHALLENGE

Help the City of Wichita strengthen the Commerce Street Arts District

GOALS

- > Determine whether Commerce Street is a viable arts district
- > Identify action steps to help it grow

SCOPE OF WORK

- > Creative Spaces Consulting Visit

DELIVERABLE

- > Report that recommends a range of actions the City can take to help the arts district and provides additional guidance about another emerging arts area, the Douglas Design District

The Commerce Street arts district in downtown Wichita, KS
Photo by Spacefem / Wikimedia Commons / CC-BY-SA-3.0



OUR SERVICES

Capital Needs Assessment

A program that provides nonprofit clients access to the underwriting capabilities of our real estate practitioners. For organizations considering purchasing, leasing, or co-locating, we help quantify critical-path questions and assist in decision-making.

Sustainable Operations Analysis

A process designed to clarify funding goals, establish recommended steps for raising the necessary funds, and provide a better understanding of current and future operating expenses. We analyze existing annual financial reports and current space usage to establish a base operational profile, evaluate a range of scenarios and build a 15-year forecast to help the organization plan for the long-term sustainability of its facility.

IMPROVING WHAT EXISTS

CASE STUDY Open Book Minneapolis, Minnesota

Open Book is a multi-tenant nonprofit building that serves as a home for literary and book arts

THE CHALLENGE

Help the Open Book and its three anchor tenants analyze their current space usage and financial status and create a vision that defines their “story” moving forward

GOALS

- > Define the challenges and opportunities available to the building and its anchor tenants
- > Frame the project in ways that make it most relevant to prospective funders

SCOPE OF WORK

- > Capital Needs Assessment
- > Sustainable Operations Analysis

DELIVERABLES

- > Capital and operating budgets, including a 15-year forecast
- > Presentation of findings to the Open Book Board of Directors

Open Book, Minneapolis, MN
Photo by Emily Taylor

SHARING WHAT WE KNOW



Speaking, facilitating, and convening

Artspace Consulting shares its experience developing, owning, and operating arts facilities with groups around the world. We participate in conferences, workshops, and webinars, offering our unique, community- and arts-driven approach to real estate development. We take a multi-disciplinary approach influenced by our personal commitment as artists and our firsthand experience as developers.

Our Clients

Artspace Consulting's recent clients include:

- > Albany Housing Authority / Albany, NY
- > Bemidji Community Arts Center / Bemidji, MN
- > Boston Center for the Arts / Boston, MA
- > Buchanan Center for the Arts / Monmouth, IL
- > City of Long Beach / Long Beach, CA
- > Community and Economic Development Office / Burlington, VT
- > Creative Portland Corporation / Portland, ME
- > Dance/USA / Philadelphia, PA
- > Dubuque Main Street / Dubuque, IA
- > Fleisher Art Memorial / Philadelphia, PA
- > Intermedia Arts / Minneapolis, MN
- > Pregones Theater / New York, NY
- > Wilshire Boulevard Temple / Los Angeles, CA

Wendy Holmes of Artspace Consulting touring potential properties in Dubuque, IA
Photo by Roy Close



Building better communities through the arts

Artspace is a national nonprofit that serves both artists and communities. We help artists by developing projects that serve their needs. We help communities leverage the power of the arts to become stronger, livelier, and safer.

Since 1979, Artspace has brought its hard-earned expertise to more than 300 cultural facility planning efforts from coast to coast. With headquarters in Minneapolis and offices in Los Angeles, New Orleans, New York, Seattle and Washington, D.C., our services include consulting, property development and asset management. Working at the intersection of urban planning, real estate, and the arts, Artspace is the national leader in artist-led community transformation.

Northern Warehouse Artists' Cooperative, St. Paul, MN
Photo by Marc Nordberg



250 Third Avenue North | Minneapolis, MN 55401 | 612.333.9012

www.artspace.org/artspace-consulting | [@artspaceconsult](https://twitter.com/artspaceconsult) | consulting@artspace.org

Introduction to Preliminary Feasibility Study

The Preliminary Feasibility Study provides preliminary feedback about the feasibility of creating a live/work, multi-use, or other arts facility development.

There are six areas of consideration:

1. Project Concept
2. Arts Market
3. Local Leadership
4. Funding and Finance
5. Potential Sites
6. Alignment with Community Goals

The study kick-starts the process of creating affordable space for artists. It is the first step Artspace takes on its own development projects.

As part of this fact-finding process, the Artspace team meets with artists, city officials, funders, and other stakeholders. They look at potential properties and hold a public meeting to welcome community participation, answer questions, and generate buzz.

Who Might Benefit:

- City Governments/Civic Organizations
- Arts and Cultural Organizations
- Downtown Organizations

What is Included:

- **Consulting phone/email time** in preparation for the visit, including review of invitation lists, agenda, and potential building/sites, and past studies
- **Original Artspace materials** to assist in preparing and sharing information regarding the visit
- **Two-day visit** to facilitate focus groups, tour potential sites, hear from the local community, and present at a public meeting
- **Written report** summarizing Artspace's findings and recommended next steps

What to Expect from a Typical Preliminary Feasibility Visit:

Each visit is customized to meet the needs of the community and project. Unique meetings/events suitable to the community's needs may be substituted.

Day 1

- Site Tour
 - Tour potential sites/buildings
 - Visit existing creative spaces and arts communities (e.g. studios, creative businesses, and key arts organizations)
- Dinner with Core Group

Day 2

- Continuation of Site Tour
 - Explore additional potential sites and creative spaces
- Working Lunch: Overview of study with Core Group
 - Discuss site tour impressions and the six areas of consideration
- Artists, Creatives, and Arts Organizations Focus Group
 - Learn about the creative community's space needs, market for renting creative space, and economic considerations
- Funding and Financing Leadership Focus Group
 - Learn more about potential funding sources for a project; gauge the interest of local finance and business leaders
- Public Meeting
 - Present to the community about Artspace and the economic and community impact of the arts; build support, and facilitate Q&A

Day 3

- Civic Leadership Focus Group
 - Learn more about broader community goals, current initiatives and local priorities
- Working Lunch: Debrief with Core Group

Memorandum

TO: Mayor and City Council

THROUGH: Patrick Goff, City Manager

FROM: Joyce Manwaring, Parks and Recreation Director

DATE: May 20, 2019

SUBJECT: Rental Rates for Non Profit Groups

ISSUE:

City Council received input during public comment at a previous regular business meeting to consider a nonprofit rental rate for use of the Richards Hart Estate (RHE). The current City rate schedule does not include different rates for private groups versus nonprofit groups or other specific community groups.

PRIOR ACTION:

The fees for rental rates are recommended annually and adopted as part of the budget approval.

FINANCIAL IMPACT:

Richards Hart Estate rentals in 2018 - 21 rentals (0 rentals by nonprofit agencies)

2018 RHE Revenue - \$22,678

Current Rental Rates:

RATES	May - Sept	Oct - April
Mon - Thurs & Fri before 5pm (3 hour minimum)	\$100 / hour	\$75 / hour
Fri after 5pm, Sat & Sun (6 hour minimum)	\$150 / hour	\$100 / hour

All Day Package - \$1200
Available 8 am - 11 pm
+ 3.5% tax

Although there were no identified nonprofits renting the RHE in 2018, that is not always the case. However, as an example, the following financial impacts for discounted rental rates at the Richards Hart Estate would be:

- 25% discount – approximately \$270/rental
- 50% discount – approximately \$540/rental

If a lower fee was implemented and the number of overall rentals increased due to the lower fee, the frequency of rentals would potentially balance out any revenue loss.

The cost to the City to provide the Richards Hart Estate rental is approximately \$50 per hour plus a cleaning fee of \$35.00 per event.

BACKGROUND:

The Parks and Recreation Department provides a variety of rental spaces which include facilities, park shelters and sports fields. Rates for the use of these facilities are based on 1) a market analysis of the rates charged by other agencies, 2) the costs to provide the facility and 3) revenue goals. Costs of providing facilities include items such as utilities, staff building supervision and cleaning costs.

Due to the number of groups, frequency of rentals annually and the number of requests received to discount or waive fees; the current policy is that all groups regardless of profit status (for example a club, government agency and/or community organization) are charged the same fees to rent a facility. This policy is in place due to the number of agencies that identify themselves as nonprofit.

Fees/rents are charged to user groups because the group is receiving the sole use of a specific area by reservation, therefore excluding public access during that time.

RECOMMENDATION:

- 1) Continue to implement best management practices and maintain the ability to rent and implement fee policy consistently to all groups.
- 2) Create a rental fee for the Richards Hart Estate to accommodate nonprofit groups.
- 3) Implement a percentage discount for eligible nonprofit agencies
 - a. 25% discount
 - b. 50% discount
- 4) Define nonprofit agencies
 - 501C3 status only, will exclude the majority of groups that claim nonprofit status
 - Other criteria
 - Clubs, community organizations, government agencies

Rental Rates for Non Profit Groups

May 20, 2019

Page 3

ATTACHMENT:

1. Rental brochure with rates
2. List of nonprofit groups renting facilities

WHEAT RIDGE RECREATION CENTER EVENT ROOM

300
PEOPLE
THEATER
STYLE

250
PEOPLE
BANQUET
STYLE

OFTEN USED FOR:
Wedding receptions,
banquets & business events

LOCATED:
4005 Kipling St
Wheat Ridge, CO 80033



*Enjoy the flexibility to
choose the right amount
of space, time and extras
needed for your event.*

EVENT ROOM

The Event Room can be divided into three smaller sections (Carnation, Columbine and Dahlia rooms) each accommodating 75 banquet style or 100 theater style.

FEATURES

- 4,500 total square feet (90' x 50')
- Each section: 1,500' (30' x 50')
- Tables and chairs provided, including set-up and take-down (6' round and 6' rectangle tables available)
- Optional fully equipped catering kitchen (self-cater or use caterer of your choice)



RENTAL HOURS

Monday – Thursday 7 am – 10 pm
Friday (Sept. – May) 7 am – 4 pm
Friday (June – Aug) 7 am – 12 am*
Saturday 11 am – 12 am*
Sunday 12 pm – 8 pm

**Event must end by 11 pm and cleanup completed by 12 am.*

RATES	Event Room (all sections)	Carnation, Columbine, or Dahlia
Mon – Thurs & Fri before 5pm	\$150 / hour	\$50 / hour
Fri after 5pm, Sat & Sun	\$240 / hour	\$80 / hour

Add on Catering Kitchen: \$75 (available with full Event Room or Carnation Room)

Event Room All Day Package
(includes catering kitchen)

May – September: \$2000

October – April: \$1800

+ 3.5% tax

- Adjustable lighting with dimmer switches allow you to create the right mood for your event
- Large, hardwood dance floor
- Wrap-around outdoor patio (no smoking)
- Wall-to-wall windows let in plenty of natural light
- Small wet bar in the back of each section

- Automated retractable projection screens in the front of each section
- Integrated speaker/sound system
- Audio/visual equipment available to rent at additional cost
- Free WIFI

ACTIVE ADULT CENTER PROSPECT HALL

150
PEOPLE

OFTEN USED FOR:
Birthday and anniversary parties,
receptions and reunions

LOCATED:
6363 W 35th Ave
Wheat Ridge, CO 80033



FEATURES

- 2,400 square feet (60' x 40')
- Elevated performance stage (12' x 20')
- Vaulted wood ceiling and tile floor
- Tables and chairs provided – set-up not included
 - 4-8' rectangle serving tables available
 - 18-5' x 6' oval tables available (84" round tablecloths work best)
- Catering kitchen – self-cater or use caterer of your choice
 - 4 compartment steam table available to rent for \$35
- Adjustable lighting on dimmer switches
- Audio/visual equipment available to rent at additional cost
- Free Wifi

RENTAL HOURS

Monday – Friday 4 pm – 10 pm
Saturday & Sunday 8 am – 10 pm

RATES: \$60 / hour

+ 3.5% tax

Active Adult Center



KETNER ROOM



ARTS & CRAFTS ROOM



ASPEN ROOM

40
PEOPLE

ROOM SIZE
29' x 23'



FEATURES

- 40 chairs
- Two 8' rectangular tables
- Wall mounted white board

RENTAL HOURS

Monday – Friday 5 – 10 pm
Saturday – Sunday 12 – 10 pm

ROOM RATES: \$30 / HOUR

+ 3.5% tax

25
PEOPLE

ROOM SIZE
27' x 28'



FEATURES

- 25 chairs
- Ten 6' rectangle tables
- Large white/chalk board available

RENTAL HOURS

Monday – Friday 5 – 10 pm
Saturday – Sunday 12 – 10 pm

Active Adult Center rooms require \$100 refundable damage deposit

20
PEOPLE

ROOM SIZE
30' x 17'



FEATURES

- 20 chairs
- Four 8' tables
- Large white/chalk board available

RENTAL HOURS

Monday – Friday 5 – 10 pm
Saturday – Sunday 12 – 10 pm



FOOD



PARTIES

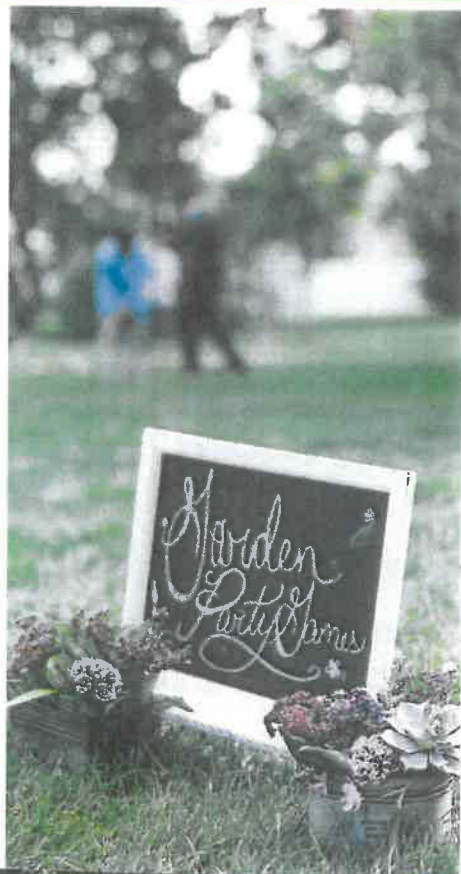
RICHARDS-HART ESTATE

50
PEOPLE
INDOOR
ONLY

75
PEOPLE
INDOOR/
OUTDOOR

OFTEN USED FOR:
Weddings, receptions, rehearsal
dinners, parties, and showers

LOCATED:
W 28th Ave & Benton St
Wheat Ridge, CO 80214



Tucked away in a historic Wheat Ridge neighborhood, the elegant Victorian mansion is situated on three acres of beautifully landscaped grounds and is ideal for both indoor and outdoor events. You'll feel as though you've stepped back in time as you discover the mansion's old-world elegance with its classic, turn-of-the-century décor.



FEATURES

- Scenic outdoor backdrops provide beautiful photo opportunities
- Outdoor wedding arbor and ceremony site
- Bridal party rooms upstairs
- Catering kitchen – self-cater or use caterer of your choice
- Tables/chairs provided for indoor use only – set-up not included
- Playground

RENTAL HOURS

8 am – 11 pm* 7 days/week
(with the exception of some holidays)

**Events must end by 10 pm with cleanup completed by 11 pm. Set-up, cleanup and deliveries must be scheduled as part of your rental time with the exception of any outdoor set-up.*

RATES

	May – Sept	Oct – April
Mon – Thurs & Fri before 5pm (3 hour minimum)	\$100 / hour	\$75 / hour
Fri after 5pm, Sat & Sun (6 hour minimum)	\$150 / hour	\$100 / hour

All Day Package – \$1200

Available 8 am – 11 pm

+ 3.5% tax

Park Pavilions

		Accessible Restrooms	Electricity	BBQ Grill	Horseshoe Pits	Ball Field	Multipurpose Fields	Lakes/Fishing	Clear Creek Trail Access	Bike/Walk Path	Splash Pad	Basketball Court	Tennis Court	playground	Water Feature	CAPACITY	PICNIC TABLES SEAT	Pavilion Size
Anderson Park	W 44th Ave. / Field St.	●	●	●		●		●	●			●				100	75	LARGE
Discovery Park	3701 Johnson St.	●		●		●			●	●		●	●			75	70	LARGE
Fruitdale Park (dog park)	3705 Jay St.	●		●	●						●	●				30	30	SMALL
Panorama Park	W 35th Ave. / Fenton St.	●	●	●	●	●					●	●	●			30	30	SMALL
Paramount Park	W 29th Ave. / Kipling St.	●	●	●	●	●					●	●				30	30	SMALL
Prospect Park	W 44th Ave. / Robb St.	●	●	●	●	●		●	●	●		●				150	100	LARGE
Randall Park (Rentals available for residents only)	W 43rd Ave. / Gray St.	●		●	●						●	●				30	30	SMALL

PARK HOURS 5 AM – 10 PM

LARGE PAVILION RATES & DEPOSITS

Friday – Sunday \$200
Monday – Thursday \$100
Deposit for groups of 50+ \$100

SMALL PAVILIONS

Rate \$50

RESTROOMS OPEN May – Mid Sept.
(weather permitting)

NOTE: Alcohol in parks is limited to beer only and must be in cans. No glass bottles permitted. Beer may not be consumed on sports fields or within 50 feet of a playground. Selling alcohol in City parks is prohibited.



Anderson Pool

Seasonal Outdoor Pool at 4355 Field St.

RENTAL HOURS: 11:30 AM – 6:30 PM

Picnic Pavilion \$55 / hour

Located near kids' play pool. Great for family gatherings and birthday parties. BBQ Grill. Capacity 45/Seating 30

Pool Side Shade Sails... \$45 / hour

Capacity/Seating 10

Perfect
for private
events!

After Hours Rental

Mon/Wed/Fri/Sun... 6:30 – 8pm
\$290 / hour

Sports Fields

+\$15 / hour for lighting

**Multi Purpose Sports Fields
(Soccer, Football):** \$40 / hour

Youth Baseball & Softball,

Adult Softball: \$35 / hour

**Adult Baseball (Anderson
Park):** \$60 / hour

Anderson Building

4355 Field St.

Gym: \$35 / hour

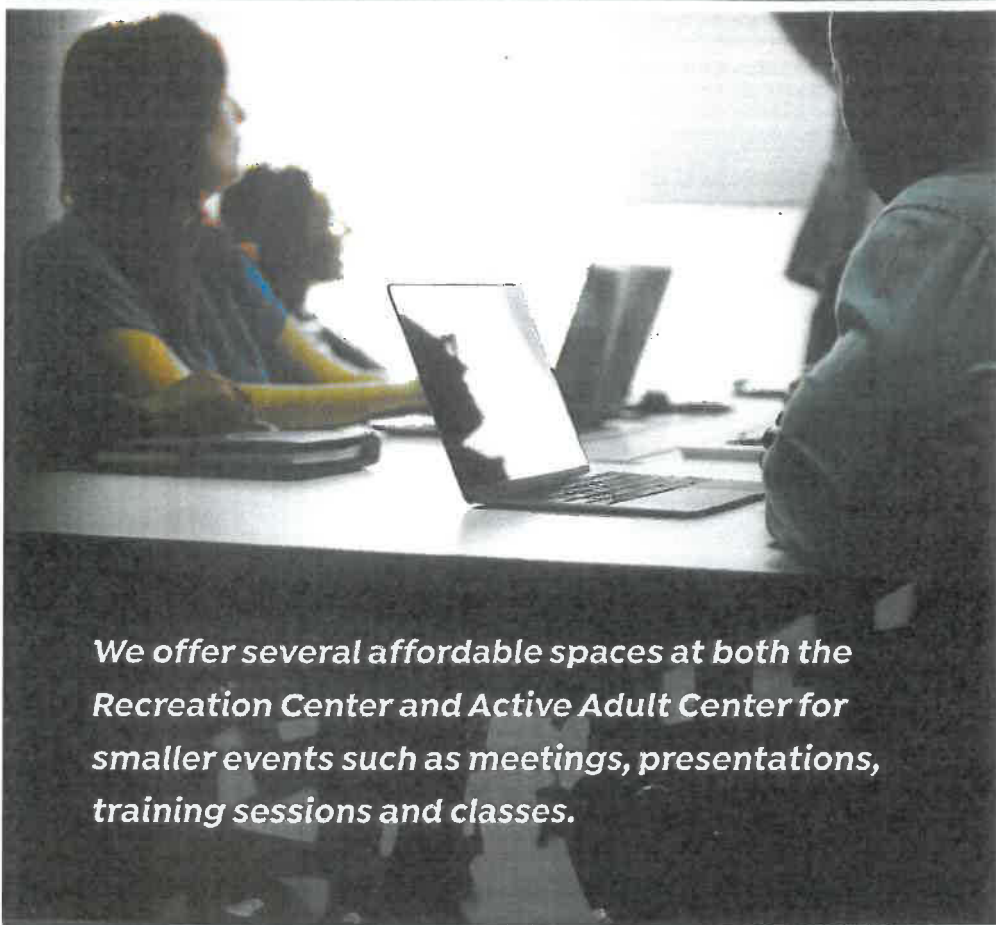
Activity Room: \$35 / hour

Classroom: \$35 / hour

+ 3.5% tax



ACTIVITY & MEETING ROOMS



We offer several affordable spaces at both the Recreation Center and Active Adult Center for smaller events such as meetings, presentations, training sessions and classes.

Recreation Center



ACTIVITY ROOMS

30
PEOPLE
THEATER
STYLE

20
PEOPLE W/
TABLES &
CHAIRS

ROOM SIZE
29' x 23'



FEATURES

- Tables and chairs provided, includes set-up and take-down
- Countertop and sink for serving refreshments
- Dry-erase board and bulletin board
- Audio/visual equipment to rent

RENTAL HOURS

Monday - Thursday 7 am - 10 pm
Friday 7 am - 6 pm
Saturday 8 am - 8 pm
Sunday 11 am - 8 pm



Alcohol

If you'd like to serve alcohol at your event an Alcohol Agreement must be signed. Please note we do not allow kegs or cash bars at any event. Liability insurance is required.



Liability Insurance

Liability insurance is required for events serving alcohol at the Active Adult Center* and Richards-Hart Estate regardless of guest count, and at the Recreation Center for events with 100+ guests.

Insurance through Wheat Ridge:

GUEST COUNT	FEE
1 - 25	\$68
26 - 50	\$102
51 - 150	\$110
151 - 250	\$128



Damage Deposits

Deposit payment is required to make a reservation. Deposits are refunded within 3 weeks after your event, provided no excessive cleaning is required and no damage has been done to the facility.

FACILITY	No Alcohol	Alcohol
*Active Adult Center - Prospect Hall	\$100	\$200
Recreation Center Event Room	\$300 (\$100 per section)	\$500
Richards-Hart Estate	\$300	\$500

*Alcohol may be served at the Active Adult Center for weddings and anniversaries only.



Security

- ☐ Event past 8 pm
- ☐ Serving alcohol
- ☐ 100+ guests

If your event checks all the boxes above, security is required at a cost of \$160 and will be provided by a Wheat Ridge police officer.



WE ARE SMOKE-FREE
At all Parks, Open Spaces, & Facilities

Facility Rentals 2018 – Non-Profit Groups

- Avalanche Soccer Club
- Jefferson County School District
- Wheat Ridge Optimist Club
- Wheat Ridge Business Association
- Mothers Against Drunk Driving
- Jefferson Center for Mental Health
- State Department of Education
- Colorado PERA
- Colorado Division of Criminal Justice
- Wheat Ridge Rotary
- Trailblazers Lodge 41
- Wheat Ridge Girls Softball
- Wheat Ridge High School Swim Team
- Senior Men's Baseball League