

Lowry Conference Center Guidelines

Deposit

A deposit of 50% of the Total Estimated Facility Rental Cost is required with the signed agreement. Only checks, cashiers checks or money orders are accepted for payment of deposits. The remaining portion of the total cost is due within 45 days of the event or the unpaid balance will be automatically sent to collections. Reservations will be finalized when a copy of the completed signed copy of the contract is received along with the 50% deposit.

Colorado Department of Education and Denver Public Schools are exempt from Deposits.

*Due to state fiscal rules, payments by state agencies must be made in full within 45 days of the event date or it will be automatically sent to collections. State agencies, may refer to Fiscal Rule 2-2, Section 8 for advance payment exception information.

Cancellations

When cancellation notification is received at least 30 calendar days prior to the scheduled event date, the 50% deposit will be refunded in full. Any cancellations received after 30 calendar days prior to the scheduled event will forfeit the 50% deposit.

Alcohol

User understands that alcoholic beverages may not be used, sold or distributed in or on campus facilities at any time at Lowry.

Security

LCC may request that user provide additional security measures.

Parking

Complimentary parking is available at the conference center. Parking lots are located directly in front of the center and behind. Overflow parking is available at buildings 700 and 693. Vehicles parked in restricted areas will be ticketed or towed.

General Terms and Conditions

1. Lowry hereby agrees to permit User to utilize the facilities/equipment/services on the dates and times, for the activity and purposes, for the usage fee and other payments, all as shown on the Agreement Cover Page attached hereto and incorporated herein by this reference, subject to the terms and conditions set forth herein.
2. The User acknowledges that other activities may be conducted on and/or near the Lowry campus and the facility or area shown on the Cover Page by Lowry or other users during the above time period; however, Lowry agrees that it shall use its best efforts to schedule such other activities so as not to unreasonably interfere with User's activities.

3. Unless User is an agency or subdivision of the government of the State of Colorado, the User shall indemnify, save and hold harmless Lowry, its employees, agents and governing Board, against any and all claims, damages, liability and court awards, including cost, expenses and attorney fees, incurred as a result of any act or omission by the User, or its employees, agents, subcontractors or assignees pursuant to the terms of this Agreement.
4. User may not assign or in any way transfer its rights under this Agreement to any other parties. Nothing in this Agreement shall imply any partnership, joint venture, or other association between Lowry and the User. The User shall have sole responsibility for the content and the conduct of its activities on Lowry campus. Lowry's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval of Lowry.
5. User agrees that it has inspected the premises and facilities and accepts them in their present condition and shall not alter or change the facilities without written approval of Lowry and that at the termination of the use, the premises shall be returned in the same condition as received by the User.
6. If, prior to the use date(s) provided for herein, the facilities/equipment are destroyed or damaged by fire or other casualty or become unavailable or unusable because of cause beyond the reasonable control of Lowry, the Lowry may elect to terminate this Agreement and return the User's deposit and have no further obligation whatsoever hereunder.
7. If any required deposit or other sum is not paid promptly when due or in the event the User shall violate any of the terms of the Agreement, Lowry may cancel the Agreement, require User to vacate the premises and Lowry shall retain all sums received prior to such termination.
8. User understands that alcoholic beverages may not be used, sold, or distributed in or on campus facilities at any time at Lowry.
9. The User, its representatives and employees, shall comply with all rules, regulations, and/or laws prescribed by Lowry for use of facilities, equipment or services of Lowry and with all applicable governmental rules, laws, ordinances and regulations.
10. The User agrees to comply with all reasonable requests and regulations provided by Lowry officers and/or representatives regarding health and safety considerations. All state and local laws and ordinances, as well as Lowry regulations concerning health, safety and public order, which are applicable to the use and occupancy of Lowry facilities shall be observed by User, its officers, agents, employees, guests, patrons or invitees.
11. Facilities occupied by User shall, at all times, be under the control of Lowry, and all personnel from Lowry shall have the right to enter said facilities on official Lowry matters at any time when so deemed necessary.
12. All general meeting rooms, hallways, rest rooms and other public areas Lowry facilities are considered to be non-smoking areas unless they are specifically marked as a 'designated smoking area.'