



Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Expected # of Attendees: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time Preference: \_\_\_\_\_

☐ Community Room

☐ Executive Room

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Contact Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Colorado Driver's License Number: \_\_\_\_\_

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Please Give A Brief Explanation of your Event: (including type of food and drinks that will be served)

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Cost of Room: \_\_\_\_\_

Amount of Deposit Required: \_\_\_\_\_

**All payments must be made at the time of the reservation is made.**

**I have received, read and understand the Town of Orchard City Use Policy. I agree to abide by the conditions of use as outlined and agree to accept accountability for any violation of these terms.**

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Signature of Applicant**

FOR OFFICE USE ONLY

Approved: \_\_\_\_ Yes \_\_\_\_ No

Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_



## **Orchard City Community Room Policy**

### **General Information:**

**1 July 2007**

Location: 9661 2100 Road

The Community Room and the Executive Room may be reserved to provide a public meeting space for Orchard City residents and groups to engage in activities and program, which are open to the public, private parties and meetings of general public interest to the residents and their guests.

The Community Room is available for private use such as birthday parties, wedding receptions, retirement parties or events of that nature; final discretion (of usage) will be the decision of the Town Administrator.

### **Available Hours of Usage**

The rooms may be reserved during the following hours:

Every Day from: 8:00 a.m. - 10:00 p.m

The Community Room maximum occupancy is 100 people.

The Executive Room maximum occupancy is 20 people.

### **Room Use Policy**

This policy establishes guidelines for non-official use of both rooms. Failure to comply with the provision of this policy may result in denial of approval for use of the facilities, withdrawal of approval at any time without prior notice, and /or denial of future use of the facilities.

### **Orchard City Residency**

The use of the Community Room and Executive Room is available for use by non profit organizations that have at least one Orchard City resident as a member. When using the rooms, an Orchard City resident must be present. Valid address confirmation may be required. Users may be Orchard City based homeowners or renters, homeowner groups and neighborhood associations. Governmental agencies whose purposes are not related to fundraising or fee-related events are authorized users without an Orchard City Resident. Private Party usage requires the requestor/user to be an Orchard City resident



## **Responsible Party**

The responsible party will be the one whose signature appears at the bottom of the contract. They are responsible for monitoring the conduct of all guests and will ensure that all Federal, State, and Orchard City laws and policies are followed. The applicant must be present the entire time of the use. The applicant is also responsible for maintaining the orderly conduct of all its participants, informing all admitted of the rules by which they must abide, and for any damage to the facility and its contents. The applicant must ensure that events are adjourned and facilities vacated at the specified end time. Repeated end-time violations may result in denial of further facility use.

## **Scheduling**

Advance scheduling of the Community Rooms is allowed no less than five (5) business days prior to the event. Reservations can not be made more than 45 days maximum prior to the event. The Town asks that you notify the administrative office at (970) 835-3337 immediately of any cancellation. Applicants who repeatedly fail to notify the Administrative Office of cancellations will have their privilege of using the facility revoked.

## **Town Opinions**

Use of the Community or Executive Room does not constitute the Town's endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsement are prohibited. The Town of Orchard City, its officers, affiliates, representatives, and employees will not be held liable for any injuries, claims or damages arising from the use permitted occurring during hours of use.

## **Approval**

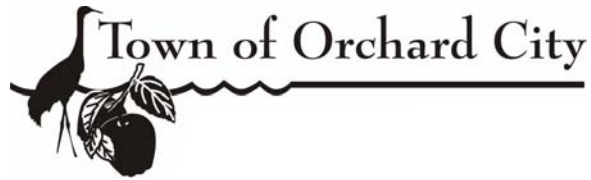
The Community or Executive Room will not be reserved until a completed Contract for Use is submitted with appropriate deposit and is approved. Disapproval reasons are at the sole discretion of the Town Administration.

## **Priority of Use**

The Town of Orchard City-sponsored programs, activities, and meetings have priority use of the Community and Executive Rooms. The Town of Orchard City reserves the right to cancel a scheduled event or meeting without prior notice (this is for emergency use reasons only).

## **Alcohol**

If alcohol is used, only beer and wine will be allowed within the state statutes. Events with alcohol present will be limited to four (4) hours in length and can only be for celebration events, such as private parties or non-profit organizations. No drinking of alcohol will be consumed outside the building. No sale of alcohol is permitted at any time.



## Monitoring

1. All individuals will use the east door for entering/exiting the Community Room, (kitchen door will be used for food service). Neither doors may not be propped open under any circumstances
2. Town Staff will unlock and lock door for the event.
3. All preparation time (set up and clean up) must occur on the date and time of use, as the Community Room will not be available prior to the use time. When reserving a room, make certain to include set up and clean up times in your request.
4. Any displays, easels, audio video equipment, rental tables, serving trays, etc., brought in for an event or meeting, must be removed immediately following the event or meeting.
5. Spills on tables and chairs must be cleaned up. Tables and chairs must be left in the same condition and setup as they were prior to the event.
6. Perishable trash must be bagged and placed in the rolling trash receptacles located outside of the building after each use.
7. In the event that the room is left in an unsatisfactory condition, requiring cleaning necessary beyond normal wear and tear, a cleaning fee of \$50.00 per hour will be assessed to the applicant. A damage fee will also be assessed for the replacement or repair any items damaged in the Community Room at full replacement cost.
8. Please make sure all lights are turned off when leaving.
9. Smoking is prohibited anywhere in the building. Please use the designated areas outside the building.
10. The burning of candles is prohibited.
11. Decorations may not be taped or pinned to any walls.
12. If alcohol is permitted at any event, the deposit fees will be doubled.

## Fee Information:

### Executive Room Fees:

	Private	Govt/Non-Profit
During Business Hours (Monday-Friday 8:00 a.m. to 4:30 p.m.)		
Half Day 1 to 4 hours.....	\$15.00	No Charge
Full Day more than 4 hours, max 8 hours.....	\$30.00	No Charge
	Half/full day	Half/full day
After Hours or Weekends.....	\$50/\$75	\$30/\$50

### *Required Deposits:*

During Business Hours - no deposit required

After Business Hours or Weekends - \$50.00 deposit



### **Community Room Fees:**

During Business Hours (Monday-Friday 8:00 a.m. to 4:30 p.m.)

	Private	Govt/Non Profit
Half Day 1 to 4 hours.....	\$25.00	\$15.00
Full Day more than 4 hours.....	\$50.00	\$30.00

	Half/full	Half/full
After Hours or Weekends.....	\$80/\$150	\$50/\$100

#### *Required Deposits:*

During Business Hours .....No Deposit

After Business Hours or Weekends: \$100 and \$200.00 when having alcohol with the event.  
Refundable deposit upon inspection approval by Town staff.

### **Changes/Amendments/Final Decisions**

The Town Administrator will make recommendations for changes, amendments and all final decisions regarding this policy and the Town Hall Building renting or usage.

This policy was passed by consensus of the Board of Trustees on 11 July 2007 at a regular monthly meeting.