



Application for Use of Town Hall Meeting Rooms

Organization:		
Type of Organization	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> Private - Sector	
Organization Contact:	Name:	Phone:
Expected # of Attendees:		
Room:	<input type="checkbox"/> Board Room (max. capacity 75) <input type="checkbox"/> Library (max. capacity 10)	
Date(s) of Use:		
Time(s):		
Purpose of Use:		
Will refreshments be served? If so, what type?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the event require use of audio/video equipment? If so, please list audio/visual equipment needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the event exceed (29) parking spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do majority of the participants live in Granby?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this meeting open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Town Staff Member to be Present Staff Hourly Charge may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**If audio/visual equipment will be used – applicant must provide own computer, cds or flash drives.

I have received, read and understand the “Town of Granby Use of Town Hall Facilities 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

Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Approved By:					
Approved On:					
Usage Fee Paid	\$				
Deposit Paid:	\$				
Deposit Returned:	\$				

**TOWN OF GRANBY, COLORADO
APPLICANT RELEASE OF LIABILITY**

In consideration of the permission granted to me to enter the premises of the Town of Granby, Zero Jasper Avenue, Granby, Colorado, and to participate in the activities scheduled _____ (day) _____ (date) _____ (time) and that may be sustained in connection with the stated and associated activities in and about the premises, and I hereby for myself, my heirs, administrators and assigns, release, and forever discharge the Town of Granby their respective agents, officers and employees from any actions, suits, damages, claims or judgments that may result from any personal injury I may sustain while on the premises of the Town of Granby.

Name of Organization: _____

Applicant's Name: _____
Please Print Name Above

Applicant's Signature: _____

In Witness whereof I have executed this Release at _____,
Colorado, on the _____ day of _____, 20____.

Witness Signature: _____

RESPONSIBILITY FOR DAMAGE

Any damages occurring while applicant is using the facility is due and payable by the applicant to the Town immediately following notification.

In consideration of the permission granted to _____
to use the BOARD ROOM or TOWN LIBRARY at Zero Jasper Avenue, Granby,
Colorado, owned by the Town of Granby, _____ (applicant)
of _____ (address) agrees to pay any
damages to the Town of Granby, arising from the use of the BOARD ROOM or TOWN
LIBRARY at Zero Jasper Avenue, Granby, Colorado, on _____ (day)
_____ (date) _____ (time) and including but not limited to, any
expense such as court costs and attorney fees incurred by the Town to collect for any
damages.

Name of Organization: _____

Applicant's Name: _____

Please Print Name Above

Applicant's Signature: _____

In Witness whereof I have executed this _____,
Colorado, on the _____ day of _____, 20__.

Witness Signature: _____

Town of Granby Policy
Use of Town Hall Meeting Room Facilities

Approved: February 26, 2013

Purpose

The purpose is to establish public use standards and operating practices for Granby Town Hall.

Policy

It is the policy of the Town of Granby to allow public use of the Town Hall Library and Town Board Room. Town Hall rooms are available to Town of Granby residents and groups for events which are open to the public and of general interest to Town residents and their invitees.

Official Town of Granby government operations and Municipal Court supersedes all other requested uses.

The application and appropriate fee(s) for the use of the Board Room or Library must be completed and returned to the Town of Granby at least one (1) week prior to the date of requested use. (See Application for Use of Meeting Rooms.) No faxed copies will be accepted. E-mails will be accepted as long as the application has appropriate signatures on it; however the room(s) will not be booked until fees have been paid.

1. The Town of Granby reserves the right to cancel a reservation at any time by notifying the reservation holder. The Town of Granby reserves the right to deny use of the Board Room/Library to anyone or any group.
2. A damage deposit must be made when the application is submitted. These charges are not meant to discourage the use of the facility, but to reimburse the Town of Granby for any damage incurred during the applicant's use.
3. Fees/admission may NOT be charged to persons attending the meeting(s).
4. All preparation time (set up and clean up) must occur on the date and time of use. When reserving the Board Room/Library, make certain to include set up times in your request.
5. Tables and chairs must be left in the same condition and setup as they were prior to the meeting or event. (See attached diagram)
6. 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.
7. No decorations are allowed on the exterior of the Municipal Building. Prior approval must be obtained for the use of any decorations, props, or equipment and they must be removed from the premises as soon as possible after use. No nails, screws, staples, tape or mounting devices will be permitted on the walls, woodwork, ceiling or floors.

8. Exterior doors should not be propped open under any circumstances.
9. Be sure you have brought all your own supplies such as coffee, silverware, paper plates, paper towels, napkins, cups, trash bags, etc.
10. No tables or chairs shall be removed from the room for any outside use.
11. In the event that the room is left in an unsatisfactory condition, requiring cleaning necessary beyond normal wear and tear, a **\$50.00** per hour cleaning fee will be assessed to the "applicant". A damage fee will also be assessed for the replacement or repair of any items damaged in the Board Room/Library.
12. Any evidence of abuse of the facility, vandalism, or misconduct is sufficient cause to deny further usage of the room(s) to any group.
13. Any youth group using the room(s) must have at least one adult sponsor present at all times. Their activities will be confined to the reserved room and shall avoid any unnecessary noise.
14. Parking is **ONLY** allowed in designated parking lot areas. Please limit parking in front of Town Hall for unloading purposes only.
15. Rules and regulations may be modified or changed at any time without notice.
16. Before leaving the premises, please check the following:
 - a. Items in refrigerator are not to be removed unless they belong to you. (Do **NOT** take or use anything from the refrigerator if it is not yours.)
 - b. Wipe off all tables used and return them to the storage closet.
 - c. Be sure chairs are straightened as they were prior to meeting.
 - d. Clean up oven/stove if used.
 - e. Rinse sink out and wipe dry.
 - f. Wipe off all countertops.
 - g. Pick up all trash off carpet.
 - h. Remove your trash from the building. (There is a dumpster located in the parking lot on the east side of the building for Town Hall use purposes.)
 - i. Be sure restrooms are left clean.
 - j. Close window coverings if opened.
 - k. Shut off lights.
17. If use of the room(s) extends past normal business hours of operation, a staff charge will be applied.

Remember this is a working Town Hall and noise levels need to be kept at a minimum.
THE BOARD OF TRUSTEES BOARD TABLE (DAIS) IS NOT FOR PUBLIC USE.
DO NOT TOUCH ANY OF THE ELECTRONIC DEVICES IN AND
AROUND THE BOARD TABLE.

Administration and Scheduling

The Town Clerk or Deputy Clerks are responsible for scheduling all rooms located within the Municipal Building.

All official Town functions supersede ANY and ALL public use requests.

Authorized Uses

The Town of Granby recognizes Town Hall is a public facility and should be available for use by Town residents or groups. Acceptable uses for Town Hall in corresponding priority are:

1. Use by Town of Granby government or its staff.
2. Use by government agencies conducting official business.
3. Local Town of Granby non-profit groups.
4. Political groups conducting open meetings who are not collecting fees, campaign contributions, or actively campaigning for a candidate or ballot question.
5. Any other recognized Grand County group/club and/or individual(s).

Unauthorized Uses

Town Hall is not available for use by groups espousing the use of violence, or for any illegal, dangerous or destructive activities. Other unauthorized uses include:

1. To influence the passage or defeat of ballot issues.
2. To campaign or promote candidates for political office.
3. Private parties (i.e. anniversary, birthdays, etc.)

Fees

All fees and deposit amounts shall be approved by the Town Board. Fees will be collected by the Town Clerk or Deputy Clerks and submitted to the Finance Department for processing.
(See attached Meeting Room Usage Fees)

1. Use of Town Board Room audio/video equipment is allowed with **prior notice only**. Applicant must provide computer, cds, or flash drives. Set up and operation of equipment shall be provided by the Town of Granby Town Clerk or Deputy Clerks only. If equipment breaks down during applicant use, there will be a charge to cover costs of repairs (i.e. projector bulbs). Use of audio/video equipment is only available from 8:00 a.m. to 5:00 p.m., Monday through Friday.
2. Federal, State, County and other government entities are exempt from paying standard room use fees to include non-refundable damage deposit fees. However, all government entities requiring use of staff to operate equipment are required to pay those staff fees.
3. A \$50 damage deposit will be collected for anyone using the Board Room/Library. Deposits will be returned when the Board Room/Library is found in acceptable condition.

4. If use of the room(s) extends past normal business hours of operation, a staff charge will be applied and deducted from the damage deposit. If deductions exceed the damage deposit, the user will be billed for the remaining amount.

Hours of Operation

Town Hall hours are 8:00 a.m. – 5:00 p.m. Monday – Friday only. Holidays are exempt.

Use of Alcohol or Tobacco Products

Alcohol shall not be served at any time in any room.

The Town of Granby Town Hall is a TOBACCO-FREE facility. Smoking or use of any tobacco products is prohibited.

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These regulations become effective February 26, 2013 upon the signature of the Mayor, after approval by the Town Board of Trustees.

ATTEST:

TOWN OF GRANBY



Deborah K. Hess, CMC
Town Clerk



Jynnifer Pierro
Mayor



**TOWN OF GRANBY
TOWN HALL
MEETING ROOM USAGE FEES**

All functions require \$50.00 Deposit

A full or partial deposit will be returned to the applicant after a walk-through is completed by Town staff.

Weekday Usage (Monday through Friday)

Up to ½ day	\$50.00
Full day usage	\$75.00

Fees are based on one-time usage and are non-refundable.

Non-profit organizations will be charged half the rate as noted above. (Verification of non-profit must be provided.)

Government Agencies

Fees waived.

General Information

Confirmation of date will be given upon the Town of Granby's receipt of the completed and signed contract/application and deposit.

All fees and deposit must be paid with the application unless prior arrangements have been made with the Town Clerk or Deputy Clerks.

All supplies and equipment related to your event can only be brought in the day of your event, and must be removed the day of your event, unless written requests have been approved in advance.

Premises must be cleaned to the condition in which it was provided. This shall be determined by the Town of Granby. If the police are notified to check out your event, your deposit will be forfeited. It is the lessee's responsibility to notify the Town prior to use if the premises are dirty, or there are any damages.