

**POLICY STATEMENT FOR USE OF GILPIN COUNTY FACILITIES
FOR NON-COUNTY SPONSORED ACTIVITIES**

Under Colorado law, the County of Gilpin has full authority to regulate the use of all property under its control and may prohibit all non-County or non-governmental use of County facilities at any time or may limit the days and/or hours of use of County facilities on a uniform and non-discriminatory basis. The Board of County Commissioners of Gilpin County has determined that limited public use of certain County-owned facilities, subject to reasonable regulations, will not interfere with the performance of governmental functions. The Board of County Commissioners therefore adopts the following policy statement:

Certain County-owned facilities may be made available on a non-discriminatory basis for use as a limited public forum. Information on the buildings or particular rooms within those buildings available for such use and the days and hours of use may be obtained by contacting the appropriate office as shown in Item #1. Facilities may be reserved for public events and activities by any group sponsored by one or more Gilpin County residents, for the purpose of conducting community and civic events and recreational activities. All such activities shall be open to the general public and shall be non-exclusive. Priorities for usage of all facilities will be for classes, meetings, trainings, programs and activities and other events sponsored by county departments with non-county uses second to the primary usages. The directors of all facilities will have sole discretion as to whether or not an application is approved. Use of a County-owned facility for such purposes shall be authorized only upon compliance with the following requirements:

1. **Facilities:** Below are the facilities available and which office to contact for those facilities:
 - a. Gilpin County Commissioners Office, Facilities Director, 203 Eureka Street, P.O. Box 366, Central City, CO 80427, 303-582-5214, Fax is 303-582-5440
 - i. Justice Center Meeting Room
 - ii. County Courthouse Meeting Room
 - iii. Exhibit Building Meeting Room
 - iv. Indoor Arena
 - v. Outdoor Arena
 - b. Gilpin County Community Center, 250 Norton Drive, Golden, CO 80403, 303-582-1453, Fax is 303-582-5404
 - i. All Community Center Meeting Rooms
 - ii. Fred Weber Ball Field
 - iii. Elks Ball Field
 - c. Gilpin County Library, 15131 Hwy. 119, Golden, CO 80403, 303-582-5777, Fax is 303-582-3938.
 - i. Library Meeting Room – Maximum seating capacity is 50 persons
 - d. Gilpin County Emergency Services Training Room, 495 Apex Valley Rd., Golden, CO 80403, 303-582-5499, Fax is 303-582-3390
2. **Terms and Requirements:**
 - a. All activities should be scheduled at least 72 hours in advance.
 - b. All damage deposits and application fees must accompany the application forms when submitted.
 - c. A 50% deposit on any associated electrical, security, trash or other fees must be paid no later than 30 days in advance of the event when time allows. If there is not 30 days

- between the date the rental is made and the date the reservation is required, the fees deposit MUST accompany the application and reservation forms. The renting party will be mailed an invoice of the balance due for any fees or costs accumulated during the course of the rental of any County facility.
- d. Fees or costs incurred when reserving the facility will only be refunded if the facility director is notified of a cancellation at least 48 hours prior to the event. Under extenuating circumstances, fees or costs may be refunded upon shorter notice at the discretion of the facility director.
 - e. The Community Center, and a few other facilities, will only accept reservations for non-county sponsored events up to 30 days in advance. County sponsored events may make their reservations as soon as the date has been set. There are a few exceptions such as the fairgrounds or ball fields. Contact the appropriate facility to ascertain whether or not reservations may be made earlier than 30 days prior to the event.
 - f. All users of County facilities must complete an application, which shall be renewed on an annual basis. The application form may be obtained by contacting the appropriate office.
 - g. The party signing the application shall be responsible for all damages and any liabilities associated with the use of the County facilities by the group reserving the facility. The County reserves the right to require evidence of general liability insurance from applicants on a non-discriminatory and uniform basis. You may obtain this coverage either through your own insurance company or through the Tenant Users Liability Insurance Program (TULIP). Information about the TULIP program and quotes may be obtained from March USA at 1-800-241-2610.
 - h. No group may reserve any County facility more than five times during any particular month. If a conflict arises, the county-sponsored event will take precedence over the non-county event. If space is not available in the facility, staff will provide information about other facilities that may be available and the contact information for those facilities. If an event is cancelled by the facility director, all deposits and fees that have been paid will be refunded. This policy may be waived for activities being scheduled at the ball fields or fairgrounds.
 - i. No facility will be made available for use under these regulations unless County staff is on duty at all times during use of the facility. This may be waived upon approval by the facility director.
 - j. If an emergency occurs during the use of any county facility, please call 911. All non-emergency incidents MUST BE reported to the Gilpin County Sheriff's Office at 303-582-5500. If deemed necessary a deputy will be dispatched to the facility. For maintenance problems with any facility, please call 303-582-5500 and the maintenance supervisor will be paged to respond to that location.
 - k. **There is no storage available at any County facility.** Any group wishing to reserve a facility for an event should be aware they would be required to bring and then remove any equipment necessary on a daily basis for the duration of that event. Items that are found in refrigerators or cupboards after an event will be disposed of. No items of any kind should be left in either of these locations or any other storage area of any County facility.
 - l. All signage associated with the event must be removed at the end of the event. Signs and posters may only be posted where facilities are available for them. Nails, staples or any other item that may damage the walls are not allowed. Some facilities have hanging bars specifically designed for pictures or signs. Please contact the facility you are interested in to ascertain what methods of hanging, if any, have been approved.

m. Other restrictions may apply that are specific to each facility. Please contact the facility you wish to reserve for more information on those restrictions.

3. Application Procedures:

- a. All new reservations must be accompanied by a signed Policy Statement and the completed and signed Application and Reservation forms. Recurring reservations only require a completed reservation form. These forms shall require, at a minimum, the following information:
 - i. Applicant information, including legal status of the entity requesting use of County-owned facilities;
 - ii. Name, address and telephone number of the contact person for the application;
 - iii. A description of the activity or program to be conducted at the County-owned facility;
 - iv. Number of participants expected to attend;
 - v. Date(s) and hours of requested use;
 - vi. Any other pertinent information related to the proposed use of County facilities.

4. Fees and Costs:

a. Refundable Damage Deposit:

Number of Attendees	Amount Of Refundable Damage Deposit
0-10	None
11-50	\$50
51-up	\$100
Fairground Complex	\$1,000

The damage deposit will be refunded on a quarterly basis in the event no damage occurs for recurring events. For non-recurring events, the damage deposit will be refunded within 30 days after the event. The County will bill the responsible party signing the application for any damages over the amount of the damage deposit. If there is no evidence of damage or other problems with usage of County buildings by a particular applicant after five uses, the deposit may be waived at the option of the County administration. The deposit may be waived in case of an agency-to-agency exchange. The County reserves the right to reinstate the damage deposit in cases where proper cleanup procedures are not being followed or where any property damage has occurred.

b. Use Fees:

Facility	Cost	Description
Community Center	\$15 per third for up to 1½ hours or \$50 for the whole room per event. NOTE: If recreation facilities are utilized such as swimming a per-participant fee will be applied in addition to the room fee.	Meeting room use.
Indoor Arena	\$75 per day	Heating indoor arena.
All Other Meeting Rooms	No Charge	Meeting Rooms at Justice Center, Courthouse, Exhibit Building, Apex Emergency Services Building and Library

c. Trash Removal:

One Room	Extra bags will be supplied underneath the bags lining the trash containers. Please tie used bags securely and place near door for removal.
Fairground Complex	Renter is responsible for submitting their arrangements for trash removal in writing to the Facilities Coordinator. This written information shall be submitted with the application and reservation forms.
Fairground Complex	The County can supply a dumpster for a \$312 dumping fee (subject to change based upon current landfill fees). Arrangements for this must be made when the facility is reserved.
ALL renting parties are responsible for assuring the facility they are reserving is left in a neat and clean condition. Any cleaning or repairs required after an event will be deducted from the damage deposit.	

- d. Electricity. There are outlets in all facilities. There are four free-standing power poles located throughout the Fairground Complex. If the use of one or more power pole is required, an electrical fee of \$50 per pole will be added to the fees and costs. There is an additional charge for electricity and heat in the indoor arena, see fee schedule above.
- e. Tables and Chairs. Each meeting room is supplied with a minimum of 2 tables and 15 chairs. While the larger meeting rooms normally have more, if additional tables or chairs are required, the renter must make arrangements with the Facilities Coordinator. Any additional items required will be up to the renting party to supply.
- f. Security. Security presence will be required for all large events or any time alcohol will be sold. The number of security personnel required will be determined by the number of attendees expected at the event. The Gilpin County Sheriff's Office can supply security, when deputies are available, and the applicant will be charged a minimum hourly rate of \$50 for these services. Arrangements for use of County deputies will be made by the Facilities Coordinator and the Gilpin County Sheriff's Office. If other arrangements are made, they **MUST BE** approved by the Facilities Coordinator and the Gilpin Sheriff's Office.
- g. Sanitation. There are rest room facilities available in or near all meeting rooms. For large events, there may be extra sanitation required. It is the responsibility of the renting party to arrange additional portable toilets as needed based on the number of expected attendees. The Facilities Coordinator can assist you in determining whether or not this will be required.

5. **Application for Temporary Use of Gilpin County Public Roads.** This application, with the accompanying \$50 non-refundable permit fee, must be filled out and returned if the event will utilize county roads for any portion of the event, e.g. sports activities, running races, bicycle races, etc.

Please contact the Facilities Coordinator if you will require one of these forms. This fee may be waived upon written request to the Board of County Commissioners. The written request will be reviewed by the Board who will then make the final determination. This request must accompany the application form.

6. **Alcohol Sales.** The County reserves the right to assure that alcohol sales are conducted according to the Colorado Liquor and Beer Codes. There is currently only one facility where alcohol is permitted; the Fairground Complex. The facility will abide by, but is not limited to the following items:

- a. Any person serving alcohol during the event must be trained in all aspects of the Colorado Liquor and Beer Codes.
- b. The renting party has applied for and received a valid Liquor License approved by both the State of Colorado and the County of Gilpin and has both the license and the permit paperwork posted at the alcohol-vending site during the event.
- c. The renting party will assure all signage is posted and clearly in view, specifically sign #DR8471 to comply with 12-47-901, C.R.S.
- d. The renting party is responsible for assuring adequate security is on the grounds during all hours of the event as required by the Gilpin County Sheriff and the County. The number of security personnel required will depend upon the estimated number of attendees at the event.
- e. If the alcohol sales are not managed according to the Colorado Liquor and Beer Code, the County reserves the right to revoke the privilege to vend alcohol at the event. All violations will be reported to the Department of Revenue Liquor Enforcement Division.

Please sign and return the signature sheet on the following page together with your completed Application and Reservation Forms. Both forms will be kept on file for future reservations.

I have read, understand and agree to the stipulations in the February 1, 2005 edition of the Facility Policy and Guideline Statement.

Applicant Signature

Please print name for signature above.

Date Signed

Organization Name

Please return ONLY this page together with your Application Form and Reservation Form.

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