

Application for Use of Town Hall Board Room



The Town of Granby recognizes Town Hall is a public facility and should be available for appropriate community use. It is the policy of the Town to make the Town Hall Board Room available to Granby residents, non-profit organizations and groups for public meetings and events that are open to the community and aligned with the intended use of the space.

Reservations are accepted on a first come, first served basis. Applications must be completed and submitted at least one business week prior to the requested use date. Reservations are not considered confirmed until the application, liability waiver, and all required deposits and fees (if applicable) have been received. Deposits must be made with cash or check, only.

Prior to applying, review the Town Hall Board Room User Policy for information on authorized uses, hours of availability, room capacity, amenities, applicable deposits, fees, and room guidelines.

Applications and payments can be submitted three ways:

In-Person: Town Hall, Zero Jasper Street, Town Clerk

Online: <https://www.townofgranby.com/onlinepayments>

+ Email: cmullinex@townofgranby.com

USPS: Town Hall, Town Clerk, PO Box 440, Granby, CO 80446-0440

Staff Use Only
Date Application Submit: _____
Fee Amount Paid: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card Date: _____ Receipt #: _____
Deposit Paid Amount Paid: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check Date: _____ Receipt #: _____
Date of Event: _____

Applicant Information	
Name of Organization:	
Physical Address:	
City, State, Zip:	
Mailing Address (if different than physical address):	
City, State, Zip:	
Type of Organization: <input type="checkbox"/> Private (businesses or organizations) <input type="checkbox"/> Verified Non-Profit <input type="checkbox"/> Government Agencies	
Primary Contact Person:	Title:
Mobile Phone Number:	Email:
Primary Contact Person:	Title:
Mobile Phone Number:	Email:

Description of Event			
Purpose of Event:			
Date of Event:	Start/End Event Time:	Pre Event Set-up Time:	Post Event Break-down Time:
Logistics			
Audio/Visual Equipment Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Kitchen Use Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Application Checklist			
<input type="checkbox"/> Completed and signed application <input type="checkbox"/> Completed and signed release of liability form <input type="checkbox"/> Completed and signed responsibility for damage form <input type="checkbox"/> \$50 refundable deposit (if applicable) – cash or check only <input type="checkbox"/> Reservation fee (if applicable)			

Applicant Signature

Applicant certifies that all information provided is true and accurate and is submitted to induce the reservation for the use of the town hall board room. Applicant agrees to be bound by all the provisions of the Town of Granby use of town hall board room policy, and to act in accordance with applicable Federal, State and Local laws.

Applicant Signature

Date

Approved By:

Town Clerk

Date

Town of Granby

Town Hall Board Room 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): _____

Applicant's Signature: _____

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

Witness Name (please print): _____

Witness Signature: _____

Town of Granby

Town Hall Board Room 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 me to _____ to use the BOARD ROOM 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 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): _____

Applicant's Signature: _____

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

Witness Name (please print): _____

Witness Signature: _____