

## **Town of Granby Town Hall Board Room Use Policy**

The Town of Granby recognizes Town Hall is a public facility and should be available for use by Town residents or groups. It is the policy of the Town of Granby to allow Granby residents and groups use of the Town Hall Board Room for events which are open to the public and of general interest to Town residents and their invitees.

### **Town Hall Board Room Availability**

- 8:00a-5:00p Monday-Thursday
- 8:00-4:30p Friday

### **Board Room Usage Fee**

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

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

A deposit of \$50.00 is also required and 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.

Verified non-profit organizations will be charged half the rate as noted above, and government agencies will have fees waived.

All fees and deposit must be paid with the application unless prior arrangements have been made with the Town Clerk or designee. Confirmation of date will be given upon the Town of Granby's receipt of the completed and signed contract/application and deposit.

### **Reserving Town Hall Board Room**

To request availability please review this policy and then complete the application. The application and appropriate fee(s) for the use of the Board Room must be completed and returned in person or via email to the Town of Granby at least one (1) week prior to the date of requested use.

### **Authorized Uses**

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 Use**

Town Hall is not available for:

1. Use by groups espousing the use of violence.
2. Any illegal, dangerous or destructive activities.
1. To influence the passage or defeat of ballot issues.
2. To campaign or promote candidates for political office.
3. Private parties (e.g. anniversary, birthdays, etc.).

## **Policy**

1. Official Town of Granby government operations and Municipal Court supersedes all other requested uses.
2. 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 anyone or any group.
3. Premises must be cleaned to the condition in which it was provided. This shall be determined by the Town of Granby staff. 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. It is the lessee's responsibility to notify the Town prior to use if the premises are dirty, or there are any damages. If the police are notified to check out your event, your deposit will be forfeited
4. Fees/admission may NOT be charged to persons attending.
5. All preparation time (set up and clean up) must occur on the date and time of use. When reserving the Board Room, make certain to include set up times in your request.
6. Tables and chairs must be left in the same condition and setup as they were prior to the meeting or event. (See attached diagram)
7. 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.
8. 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.
9. Exterior doors should not be propped open under any circumstances.
10. Be sure you have brought all your own supplies such as coffee, silverware, paper plates, paper towels, napkins, cups, trash bags, etc. 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.
11. No tables or chairs shall be removed from the room for any outside use.
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.
18. Remember this is a working Town Hall and noise levels need to be kept at a minimum.
19. 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.