



CITY OF CENTENNIAL, COLORADO
13133 East Arapahoe Road, Centennial, Colorado 80112

ADMINISTRATIVE POLICY
No. 2013-AP-03

CITY COMMUNITY MEETING ROOM USAGE POLICY

I. AUTHORITY:

The City Manager is authorized to promulgate administrative policies pursuant to Section 2-2-130(b)(7) of the City of Centennial Municipal Code subject to ratification of such policy by the City Council. The City Council delegates to the City Manager the authority to set certain fees as provided herein in conformity with the requirements of Section 2-2-130(a) and (b)(7) of the Municipal Code and Home Rule Charter Section 11.3.

II. PURPOSE OF POLICY:

This policy provides guidance on use of designated meeting rooms available at the City facility located at 7272 S. Eagle Street ("Facility"). These meeting rooms are primarily for use to conduct City business, but shall be made available as a community resource to community and non-profit groups in accordance with this policy for governmental, civic, non-profit, cultural or educational meetings or programs.

Access shall be provided on equal terms regardless of position or affiliations of such groups. Use of the City's meeting rooms by any other organization shall not be an endorsement of or advocacy for the viewpoints of any such user.

III. SCOPE:

This policy governs (a) which meeting rooms are available for outside organization use (b) hours the meeting rooms will be available and other policies related to meeting room use, and (c) fees regarding the reservation and use of meeting rooms.

IV. DEFINITIONS:

There are no specialized words or terms used in this policy. Words shall have their general meaning as defined by the Merriam Webster on-line Dictionary, <http://www.merriam-webster.com/>

V. POLICY:

A. Rooms Available for Use By Advance Reservation: The following rooms may be reserved for the minimum period of time noted:

Table 1	
Eagle Street Meeting Rooms Available for Use/Rental	
Community Room (occupancy limit 100)	(2 hour minimum)
Large Conference Room (occupancy limit 14)	(2 hour minimum)
Small Conference Room (occupancy limit 6)	(2 hour minimum)

B. Reservation Priorities and Limitations on Use:

1. Meeting rooms are available on a first-come, first-serve basis at a specific pre-approved time.
2. City sponsored programs or meetings take precedence over other groups at all times in scheduling the use of facilities. If available, (a) governmental, and (b) non-profit groups may reserve facilities for civic, cultural or educational programs or meetings.
3. All reservations are subject to the City's reserved right to unilaterally cancel a reservation if City operations require use of the reserved room. The City shall incur no liability for such cancellation except that reservation fees, if any, shall be returned.
4. The rooms may not be used for commercial or social gathering purposes except that sales incidental to use are permitted.
 - a. Groups or individuals that plan to charge entry fees or sell merchandise must describe the intended sale or entry fee in their application to the City for use of the Facility. Sales must be incidental to use only.
 - b. Vendors that sell taxable items at the Facility during a reserved event must collect and remit the City's sales tax to the City, if applicable.
 - c. If the vendor has a current City of Centennial Sales Tax License, a copy of that license must be provided to the City and be posted in a visible location at the sales site. In the event that the vendor does not have a current City of Centennial Retail Sales Tax License, the vendor must obtain from the City a Special Sales Event license and display that license in a visible location at the sales site. The vendor has until the 20th day of the following month to remit the sales tax collected to the City.
5. No single entity or person may reserve room(s) more than once a month.

C. Rules Governing Use:

1. Meeting room programs must not interfere with City operations or cause a disturbance.
2. All meeting or program attendance must comply with the occupancy limits set forth in Table 1.

3. All meeting or program attendees must park in designated areas at the Facility.
4. All meeting rooms must be returned to their original condition with chairs stacked and tables put away, if applicable. A failure to do so will result in a janitorial fee with the minimum fee equal to \$25.00.
5. No candles may be burned or other open flames permitted other than sterno which may be used as long as it is attended to at all times. If used other than in the kitchen area of the community room, the user must get approval in advance from the City.
6. No animals except service animals are permitted.
7. No smoking inside any City facilities or within 15 feet of the entrance to any City buildings. Meeting room event attendees who do smoke must properly dispose of cigarette butts in designated receptacles only.
8. Marijuana in any form is not permitted.
9. Use of any room shall not cause noise audible or smells or smoke noticeable outside the walls of the room. Alcohol may be permitted only if appropriate permits are obtained. If certain criteria are met, the City Clerk's office may issue a:
 - a. Special Event Alcohol Permit: a permit authorizing the sale, possession and/or consumption of alcoholic beverages during a special event taking place in the meeting rooms at the Facility and as authorized by the City's ordinances and by the Colorado Beer and Liquor Code. This type of permit is available only to certain qualifying organizations. A fee in an amount determined by the City Manager, and published on the City's web site, payable to the City of Centennial, for each event will be assessed. Special conditions shall be required to ensure that persons under the age of 21 and/or visibly intoxicated persons are not provided alcohol or 3.2% beer and as may otherwise be required by City staff charged with administering and enforcing liquor licensing laws within the City to ensure compliance with such laws. The City shall establish permit application requirements and any special conditions of the permit to comply with Colorado law and the City's ordinances. Applicants must contact the City Clerk's office at least thirty (30) days prior to the occasion or event to determine the type of permit required and the application process.
 - b. Private Occasion Use Exemption Permit: It is illegal to consume spirits, wine, or malt liquor (all beer other than 3.2% beer) in public other than in a place which is licensed for that purpose. The Facility is not licensed for the sale, service or consumption of spirits, wine, or malt liquor. However, the City recognizes that certain meeting rooms within the Facility may from time to time be set aside for an event or gathering that is not "public" and therefore possession and consumption (but not the sale) of spirits, wine, or malt liquor may be allowed when the City issues a private occasion use exemption permit for a private event taking place in limited facilities or areas as designated by the City Manager. A non-refundable fee for this permit shall be assessed in an amount determined by the City Manager, and published on the City's web site. Special conditions may be required to prove the private nature of such event such as requirements (a) to limit public access to the area for which the permit is granted during the event, (b) to ensure that persons under the age of 21

and visibly intoxicated persons are not provided alcohol or 3.2% beer; and (c) as may otherwise be required by City staff to ensure compliance with State and local law.

9. Food Service: Food may be served in any reserved meeting room. Reservation of the community room includes the use of the attached kitchen. The kitchen must be returned to its original condition before leaving. A fee for clean up, with the minimum fee equaling \$25.00, shall be charged if the kitchen is not returned to its original condition. Food served or cooked in the rooms shall not cause odors outside the walls of the reserved room.
10. Signs:
 - a. The City may post signs in the rooms notifying users of applicable rules and regulations and referring to applicable laws.
 - b. Users may place directional temporary sandwich board signs at the location during the time for which their reservation is effective only.

D. Hours Available for Use:

1. Except when otherwise needed for City-related business, rooms are generally available 8 a.m. to 10 p.m. seven days per week except as follows: New Years Day, Martin Luther King Day, Presidents Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Day following, Christmas Eve and Day and New Years Eve.
2. The City Manager may authorize modifications to the above dates or times to meet operating needs, allow for special events, holiday observances, weather or other reasons.
3. The City Manager may authorize temporary closures of rooms or the entirety of the Facilities for special events, inclement weather, maintenance or repairs, or other purposes as determined by the City Manager.

E. Fees:

1. The City may charge an hourly reservation fee in amounts to be determined by the City Manager and published on the City's web site at all times. Fees may be altered from time to time.
2. There shall be no fee for use of the small or large conference rooms during normal City business hours.
3. Community room and small or large conference rooms' fees shall be higher for use after normal City business hours and may include additional amounts to cover costs such as security, utilities, janitorial services, etc.
4. Associated fees: In addition to the hourly reservation fee rate, associated fees as determined by the City Manager may be charged for costs incurred by the City for any security, waste removal, utility usage, damages, cleaning costs, staffing, development, approval and implementation of security, parking and/or traffic plans, loss of reservation income if the reserved event forecloses the possibility of renting other facilities within the Facility, and other similarly associated cost(s).
5. The person(s) or organization reserving the facility agrees to pay reservation as adopted by the City Manager at the time the reservation is made for the rental and to pay associated fees, if any, as required either before or at the conclusion of the use or event as determined by the City.

F. Application: In permitting the use of meeting and community rooms, the City will require the applicant to provide sufficient information which identifies in writing on a City provided form:

1. the sponsor or persons making the request;
2. purpose of the event, program or meeting;
3. anticipated attendance;
4. method of advertising the event, if any,
5. the day and hours for which the rental is desired; and
6. any other information which the City shall find reasonably necessary.

G. Cancellations/No-Shows/Refunds:

1. The City reserves the right to cancel a reservation as set forth in Section B(3) without any liability, direct or indirect damages.
2. Reservation fee refund: Cancellation of a reservation more than 72 hours before a meeting or event shall result in a cancellation fee as determined by the City Manager and published at all times on the City's web site. The cancellation fee will offset any refund of reservation. If usage is cancelled 72 hours or less before the meeting or event, there shall be no refund of reservation fees.
 - a. If a party holding a reservation fails to show for a scheduled reservation, such failure shall be treated the same as a cancellation 72 hours or less before the reservation date and there shall be no refund of reservation fees.
 - b. In the event inclement weather or power outage results in cancellation of a scheduled meeting or event, there will be no refund of reservation but the reservation fees paid shall be credited toward a future reservation if (i) the event or meeting is rescheduled to occur within a year and (ii) the request for rescheduling is made within one business day of the date the event or meeting was cancelled by calling City staff in charge of meeting room reservations.
3. Associated fees refund: Fees paid for associated costs will be refunded at the time of cancellation, regardless of when cancelled, only to the extent that the City has not incurred an obligation to pay such funds which cannot be cancelled by the City. If associated fees are to be paid after an event, the party making the reservation is still liable to pay such fees if the City has incurred an obligation to pay such costs which cannot be cancelled.
4. Inaccessibility/Unavailability of facility amenities: From time to time, certain amenities such as the kitchen in the community room, tables, chairs, etc, may not be available for use at a scheduled meeting or event. If the unavailability is due to any reason outside the direct control of the City (such as, but not limited to, theft or other crime, damage to property; discovery of dangerous condition) then no refunds of reservation fees will be available; but, in the discretion of the City, considering the nature and extent of the unavailable amenities, the full amount or a portion of the amount of reservation fees paid shall be credited toward a future reservation if (i) the meeting or event is rescheduled to occur within a year and (ii) the request for rescheduling is made within one business day by calling City staff in charge of meeting room reservations.

5. Although there are no reservation fees associated with the large or small conference rooms during regular City business hours, any person, organization or entity that does not show more than 3 times in any calendar year will lose the right to further reserve such facilities for a 12 month period.

H. Indemnification and Insurance: By submitting a meeting room reservation application, the person, persons or organization executing such application agree to hold harmless and indemnify the City for any damages or claims whatsoever related to the use of the room or facility. The City reserves the right to require the person, persons or organization reserving meeting room facilities to provide general liability with the City named as an additional insured, with coverage amounts as deemed necessary by the City Manager.

If 75 or more people are expected to attend an event in the community room, the person, persons or organization executing the reservation form may be required to provide proof of adequate liability insurance with policy requirements and limits as determined by City staff considering the nature and size of the event.

- I. City Discretion to Refuse Entry or Reservation:** The City reserves sole discretion to refuse entry or decline to offer reservations or permit use or occupancy of any meeting room facilities to any person or organization that has (a) failed to comply with any ordinances, rules, regulations, policy or permit governing use of the meeting rooms and any of its facilities; (b) caused any damage to City property; or (c) abused the meeting room facility reservation system such that it precludes others a fair opportunity to utilize such facilities.
- J. Other:** The City Manager may authorize such other operating and use restrictions deemed necessary to protect meeting and community room and other facilities from damage or misuse.

VI. EXCEPTIONS:

When deemed in the City's best interest, the City Manager shall have the authority to authorize waivers, exemptions or exceptions to the policy set forth herein.

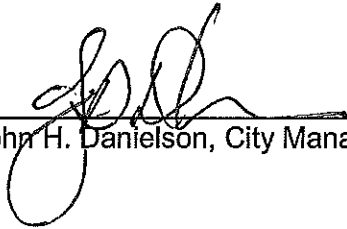
VII. FUTURE MINOR AMENDMENTS OF POLICY AND ADOPTION OF ADMINISTRATIVE DIRECTIVES:

By ratification, the City Council hereby authorizes the City Manager to adopt administrative directives consistent with this policy and to adopt updates and minor amendments to this policy not resulting in any decrease to budgetary revenues from operation of the Eagle Street facilities community and meeting room reservations, which shall become effective without further ratification.

VIII. EFFECTIVE DATE:

2013-AP-03 shall be effective upon adoption by the City Council of a ratifying resolution.

IX. APPROVAL:



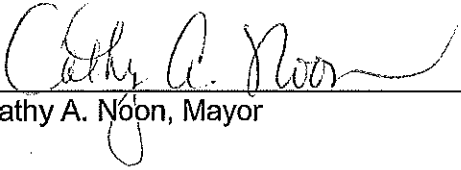
John H. Danielson, City Manager

1-3-14

Date

X. RATIFICATION:

Resolution No. 2013-R-86



Cathy A. Noon, Mayor

1-3-14

Date

ATTEST:



City Clerk or Deputy City Clerk