

City of Greenwood Village
6060 S. Quebec Street
Greenwood Village, CO 80111-4591
Phone: 303-773-0252 | Fax: 303-290-0631
Email: communityroom@greenwoodvillage.com

APPLICATION FOR USE OF THE COMMUNITY ROOM

Community Room Rental Hours:

Monday: 8:00 a.m. to 1:30 p.m.
Tuesday, Thursday, Friday: 8:00 a.m. to 8:00 p.m.
***Room is not available for weekend rental.*

Reservations for the Community Room will not be processed until a completed "Application for Use" has been completed, approved and applicable fees collected. You will be notified of the approval or denial of your application and receive a copy of your application with determination information.

Date of Application: _____

Date(s) Requested: _____ Hours Requested: _____ to _____

Number of Attendees: _____ (76-person maximum room occupancy)

Name of Organization: _____

Address: _____

Purpose of Meeting: _____

Name of Contact Person: _____ Email: _____

Daytime Phone: _____ Cell Phone: _____ Fax: _____

Will food and/or beverages be served? Yes / No (please circle one) ***Alcohol is prohibited***

Special Needs: _____

*****Please Select Room Set-up from the following page.***

CONDITIONS OF AGREEMENT: I have received, read and understand the Community Room Policy. I agree to abide by the conditions as outlined. I also understand that should cleaning of the room be required following my use of the Community Room, I will be billed for cleaning at \$50.00/hour with a minimum of a 1-hour charge.

Printed Name of Applicant

Signature of Applicant

Community Room Fees:

- 8:00 a.m. – 5:00 p.m.: \$50.00/hour (3-hour minimum)
- After 5:00 p.m.: \$75.00/hour (3-hour minimum)

****There will be no fee for use of the Community Room by Greenwood Village Residents, Greenwood Village Businesses or Non-Profit/Not-for-Profit companies. Proof of residency or Non-Profit/Not-For-Profit status must be submitted with the Application for Use.**

For Office Use Only:

Is this reservation for a Greenwood Village Resident, Greenwood Village business, or Non-Profit/Not-for-Profit? Yes No

Approved: Yes No

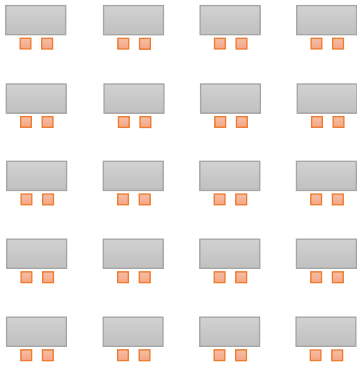
Date Approved: _____

Approved By: _____

Fees Collected (if applicable): Yes No

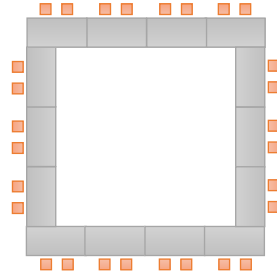
CLASSROOM SET UP

Maximum 40 Chairs



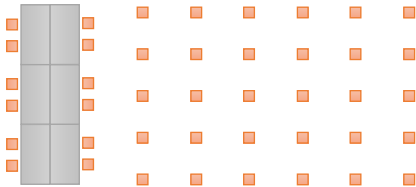
SQUARE SET UP

Maximum 28 Chairs



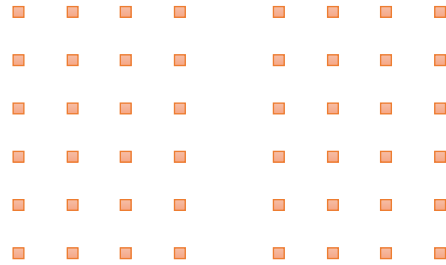
BOARDROOM SET UP

Maximum 42 Chairs
with or without audience chairs



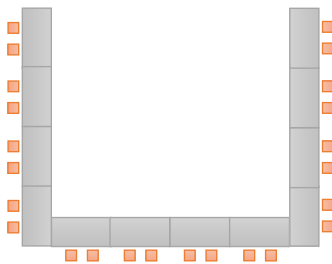
THEATER SET UP

Maximum 48 Chairs



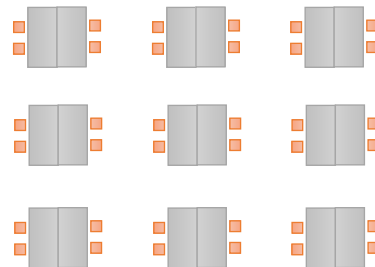
U-SHAPE SET UP

Maximum 24 Chairs



GROUP SET UP

Maximum 36 Chairs



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COMMUNITY ROOM

Located at City Hall is a Community Room that may be reserved to provide a public meeting space for Greenwood Village residents and groups to engage in activities and programs which are open to the public and of general public interest to the residents and their invitees. Parties are prohibited.

The City of Greenwood Village sponsored programs, activities, and meetings will have priority use of the Community Room. Greenwood Village reserves the right to cancel a scheduled event or meeting with 24-hour notice and will refund any payments previously made by the applicant. Reservations must be made at least 45-hours before the requested date to accommodate the room set-up. Any rental fees are due at the time of reservation.

The individual whose signature appears at the bottom of the Application for Use form (“renter”) is responsible for monitoring the conduct of all guests and will ensure that all Federal, State, Greenwood Village, and Community Room policies are followed. The applicant must be present the entire time of the rental or appoint a substitute, if needed, to act as the responsible individual.

Policy

1. The legal maximum occupancy of the Community Room is 76 people and may not be exceeded. Actual room occupancy will be determined by the room set-up selected.
2. Renters must ensure that the event or meeting is adjourned, and the room vacated at the specified end time listed on the application. Repeated end-time violations may result in additional fees, if applicable, or denial of further Community Room use. Set-up and break-down time should be accounted for in the requested times of use on the Community Room Application for Use.
3. All audio-visual equipment must be provided by the renter. A screen, projector, and whiteboards are available in the Community Room to renters for their use. Technical support will only be available Tuesday, Thursday, and Friday, 8:00 a.m. to 4:30 p.m., staff permitting. There will be no available technical support after-hours.
4. Eating and drinking are restricted to the Community Room.
5. Alcoholic beverages are prohibited in City Hall.
6. Smoking is prohibited in City Hall.
7. The burning of candles is prohibited.
8. The main City Hall entrance doors are not to be propped open during rental times or after hours.
9. Persons using the Community Room have access to public restrooms in the lobby; however, renters must confine themselves to the Community Room as much as possible.
10. After 5:00 p.m., the main entrance doors will be electronically controlled for the duration of reservations.
11. Admission or fees to any event or meeting held in the Community Room may not be charged except in the case of course tuition charged by a non-profit organization.
12. Donations are not to be accepted.
13. Sales of goods or services are not permitted.
14. Greenwood Village, its officers, and employees will not be held liable for any injuries, claims, or damages arising from use permitted occurring during rental hours.
15. By Greenwood Village granting permission for use, the Village does not constitute an endorsement of any organization or group or the beliefs of any organization or group.
16. Advanced scheduling of the Community Room is allowed for up to six months. A 48-hour notice of cancellation is requested.

Set-Up

1. Applicants must include set-up time into their reserved hours of the room rental.
2. The Greenwood Village Building Services staff will set up all tables and chairs for renters.
3. The renter must select a room setup from the approved standard setup arrangements. The standard setups comply with fire codes in providing emergency access and reduce the set-up/labor time for the Building Services staff. Renters will not alter the setup arrangements.
4. Decorations may not be taped or pinned to any walls.
5. A coffee pot is provided by Greenwood Village; however, it is the responsibility of the renter to furnish all supplies.

Clean-Up

1. Applicants must include clean-up time into their hours of room rental.
2. Any displays, easels, audio-visual equipment, rental tables, serving trays, etc., brought in for an event or meeting must be removed immediately following the event or meeting.
3. Decorations or table coverings must be removed immediately following the event or meeting. Spills on tables and chairs must be cleaned up. All trash must be placed in trash receptacles.
4. Tables and chairs must be left in the same condition as they were prior to the event.
5. All events must exit the Community Room at the scheduled time. This will allow staff reasonable time to reset the space for the next user group.

Miscellaneous

All Community Room rules will be strictly enforced. City of Greenwood Village may immediately terminate a rental with no refund of rental fees if any of the Community Room policies are violated. Future use of the Community Room may be denied based upon Community Room Policy violations.