

**TOWN OF TELLURIDE
TELLURIDE COMMUNITY ROOM
MANAGEMENT PLAN AND USE APPLICATION**

The Telluride Community Room is an important community resource. The primary purpose of the Community Room is to provide space for community use.

The Town of Telluride will ensure that building uses are compatible with the Town's goals and objectives, and with the surrounding neighborhood.

The Management Plan sets forth the permitted and prohibited uses as well as the application process for interested groups.

GENERAL GUIDELINES

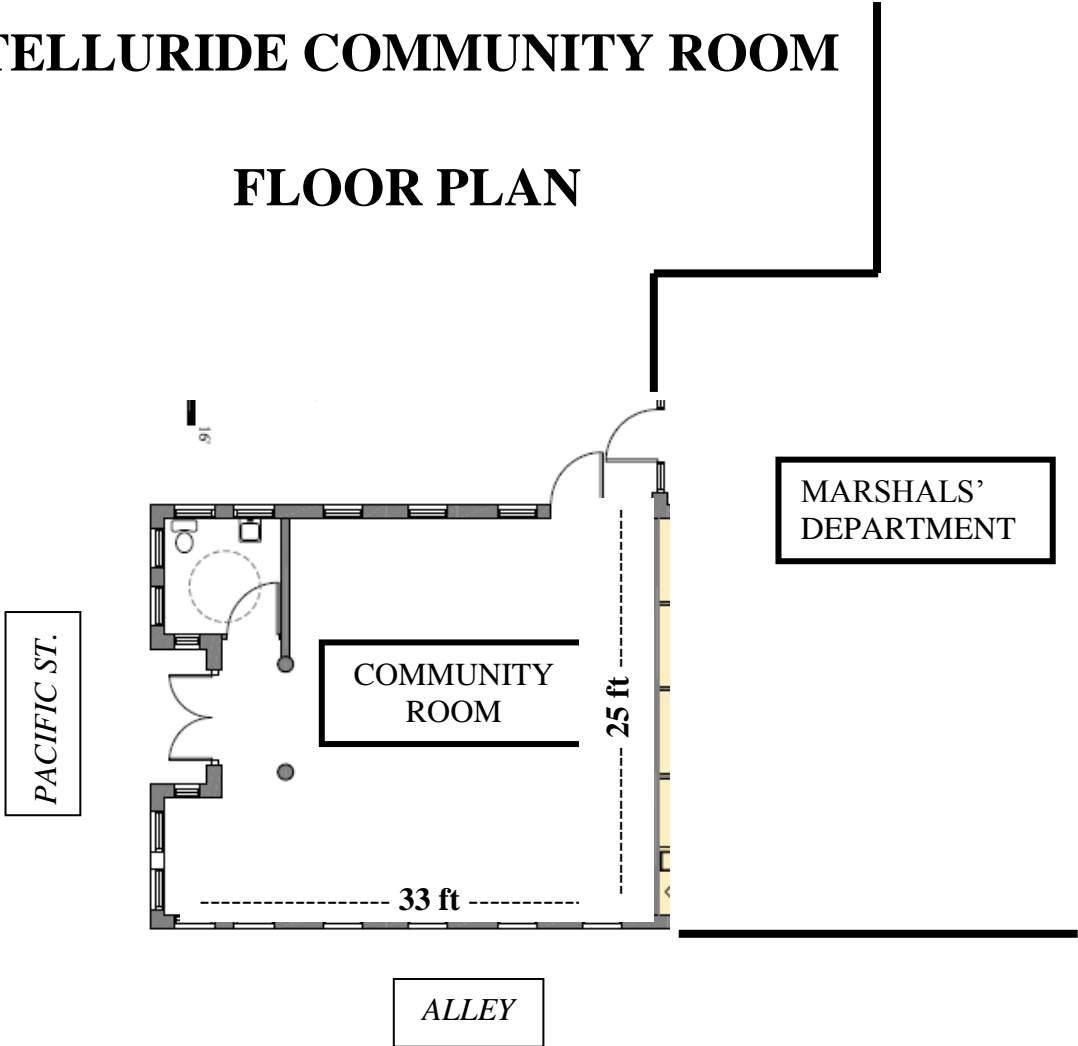
1. Only non-profit organizations may apply for use of the facility.
2. Applications are accepted up to one year in advance.
3. Applications are considered on a first come first served basis, recognizing historic uses. Town of Telluride government uses have priority over any other applications.
4. A use of greater than a four-week duration requires CCAASE approval.
5. Liability insurance coverage paid for by the user may be required depending on the type of reservation.
6. There is one off-street parking space in the east alley (permit is required).
7. Maximum occupancy is 54 people (for meetings).
8. Keys to the facility and parking passes must be picked up prior to use at the Parks and Recreation office in Town Park during regular business hours. Keys may not be duplicated. Lost keys will result in charges for re-key of the building.
9. Deposit is required with applications and payment is required at check in.

The Director of Parks and Recreation will review all applications for compliance with the Management Plan criteria, impact mitigation, availability, and compliance with Town policies and ordinances. When necessary or appropriate the Parks and Recreation Director will refer applications to the Commission for Community Assistance, Arts, and Special Events (CCAASE).

CCAASE shall approve any amendment to the Telluride Community Room Management Plan.

TELLURIDE COMMUNITY ROOM

FLOOR PLAN





Town of Telluride Parks & Recreation Department
P.O. Box 397, Telluride, CO 81435 (970) 728-2173
asamuelson@telluride-co.gov

Telluride Community Room Use Application

Name of Organization: _____

Manager: _____

Mailing Address: _____ Daytime Phone: _____

E-mail Address: _____

Requested Dates and Times of Use:

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

Briefly describe your use: _____

Rules and provisions of use for the Telluride Community Room:

- Events shall comply with Town noise ordinances.
- Signage shall comply with all applicable Land Use Code regulations.
- No commercial or sponsorship banners are allowed on the exterior of the building.
- Exterior use of the property must be approved.
- Vending shall comply with Town regulations.
- No alcoholic beverages allowed without a Liquor License issued through the State of Colorado and/or the local licensing authority.
- No smoking, pets, or bikes allowed in the building.
- No camping or overnight lodging allowed.

SEE THE REVERSE SIDE FOR A FEE TABLE AND DEPOSIT INFORMATION

Rental Rates	<u>Daily</u>
Community Room	<p>*Single day use is free (1 per calendar month).</p> <p>**Day use of <u>less than 4 hours</u> is free.</p> <p>***Additional day use of <u>greater than 4 hours</u> (after free day per calendar month) are \$25 per day.</p>
<p>Notes:</p> <p>All rental rates are inclusive of electric, gas, water utilities, trash, and recycling.</p> <p>All users must provide their own supplies (i.e. toilet paper) clean up/janitorial service.</p>	

Damage and Clean Up Deposit Information:

A clean up and damage deposit check is required made out to the Town of Telluride. This check will be returned providing the following items are attended to:

- | | |
|---|--|
| <input type="checkbox"/> Bathroom cleaned | <input type="checkbox"/> No damage to windows or doors |
| <input type="checkbox"/> Trash and recycling removed | <input type="checkbox"/> All keys returned |
| <input type="checkbox"/> Carpets and floor vacuumed | |
| <input type="checkbox"/> No damage to the walls and other painted surfaces | |
| <input type="checkbox"/> Exterior of building free of debris and undamaged | |
| <input type="checkbox"/> Existing furnishings in place and cleaned
<i>(tables and chairs shall not be removed from building)</i> | |

An inspection of the premises will take place following your vacating the facility.

The amount of this deposit depends on the duration and scope of the building use.

- * An event **up to two weeks** duration will submit a deposit of **\$100**
- **An event of **greater than two weeks** duration will submit a deposit of **\$500**

Note: Please include a self-addressed stamped envelope with your deposit. If no envelope is provided, your check will be torn up after your event if the requirements of this Agreement and the terms of the Reservation Request on the other side of this form are fulfilled as stated.

Signature:

I have read and agree to all rules and provisions of this agreement including the above Damage and Clean up Deposit Information:

_____ **Manager**

_____ **Date**

STAFF:

Tentative in MAX: _____ Deposit received/ Check #: _____

Reserved in MAX: _____ Rental payment received: _____

Event approved by Parks & Recreation Director: _____

Copy emailed: _____ Parking pass: Yes / No

Date deposit check shred / sent back: _____