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| Document Number: | P - 6 |
| Document Name: | Parks & Recreation Facility Rental Policy |
| Effective Date: | March 14, 2023 |
| Document Status: | Adopted |
| Authority: | Parks & Recreation |
| Purpose: | To provide for reasonable requirements and restrictions for the use of County real property by outside organizations and individuals. |

1.0 Purpose and Scope of the Facility Rental Policy

- 1.1 Under Colorado law, the County of Gilpin has full authority to regulate the use of all property under its control and may prohibit all non-County or non-governmental use of County facilities at any time or may limit the days and/or hours of use of County facilities on a non-discriminatory basis.
- 1.2 The Board of County Commissioners of Gilpin County has determined that limited public use of certain County-owned facilities, subject to reasonable regulations, will not interfere with the performance of governmental functions. The Board of County Commissioners may change or discontinue the public's use or the County's designation of a facility for limited public use at any time in their sole discretion. The Board of County Commissioners therefore adopts the following policy statement:
 - 1.2.1 Gilpin County-owned facilities under the Parks & Recreation Department (GCPD) may be made available on a non-discriminatory basis for use as a limited public forum. Information on the buildings or particular rooms within those buildings available for such use and the days and hours of use may be obtained by contacting the Community Center as shown in item #1. Facilities may be reserved for public events and activities by any group sponsored by one or more Gilpin County residents, for the purpose of conducting community and civic events and recreational activities. All such public events shall be open to the general public and shall be non-exclusive. Private events shall have exclusive use of the requested area. Priorities for usage of all facilities will be for classes, meetings, trainings, programs and activities and other events sponsored by county departments with non-county uses second to the primary usages. The GCPD staff, the County Manager, and the Gilpin County Board of County Commissioners, as applicable, will determine the issuance of rentals for use of GCPD facilities as specified herein. Use of a GCPD facility shall be authorized only upon compliance with the requirements in the following sections.

2.0 Facilities Available for Rent

- 2.1 The following Parks & Recreation facilities are available for rent:
 - 2.1.1 Community Center Multi-Purpose Room
 - 2.1.2 Community Center Gymnasium
 - 2.1.3 Fitness Studio
 - 2.1.4 Fred Weber Ball Field

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- 2.1.5 Elk Ball Field
- 2.1.6 Indoor Arena
- 2.1.7 Allen Memorial Outdoor Arena
- 2.1.8 Fairground Parking Lots
- 2.1.9 Stock Pens (see stock pen request and waiver form attached to this policy as Appendix C)

3.0 Terms and Requirements

3.1 Large Event Facility Rental Request Application.

- 3.1.1 Large Event Rentals are defined as one hundred fifty (150) persons or more at any one time of the event.
- 3.1.2 Applicants must work with the Special Events Coordinator to ensure an Emergency Action Plan is prepared by the applicant and approved by GCPR, Gilpin Ambulance Authority, Timberline Fire District and Gilpin County Office of Emergency Management.
- 3.1.3 All large event rentals are subject to approval by the Gilpin County Board of County Commissioners.
- 3.1.4 A rental request form, which is attached to this policy as Appendix A, must be completed at least thirty (30) days in advance of the event and is subject to approval by the Parks & Recreation Director.
- 3.1.5 All event rental fees must be paid in full before being scheduled and confirmed. The renting party will provide credit card information to be securely stored and payment applied for any fees or costs accumulated during the course of the rental of any GCPR facility. Fees or costs incurred when reserving the facility will only be refunded if staff is notified of a cancellation at least forty-eight (48) hours prior to the event. A refund request form must be completed by applicant. Refund charges may apply. Under extenuating circumstances, fees or costs may be refunded upon shorter notice at the discretion of the Parks & Recreation Director.

3.2 Small Event Facility Rental Request Application.

- 3.2.1 Small Event Rentals are defined as on hundred forty-nine (149) persons or less at any one time of the event.
- 3.2.2 If possible, a rental request form must be completed at least two (2) weeks in advance of the event date and is subject to approval by the Parks & Recreation Director.
- 3.2.3 All event rental fees must be paid in full before being scheduled and confirmed. The renting party will provide credit card information to be securely stored and payment applied for any fees or costs accumulated during the course of the rental of any GCPR facility. Fees or costs incurred when reserving the facility will only be refunded if staff is notified of a cancellation at least forty-eight (48) hours prior to the event. A refund request form must be completed by applicant. Refund charges may apply. Under extenuating circumstances, fees or costs may be refunded upon shorter notice at the discretion of the Parks & Recreation Director.



3.3 Requirements for all Rental Request Applications.

- 3.3.1 The party signing the Request Form shall be responsible for all damages and any liabilities associated with the use of GCPR facilities by the group reserving facility space.
- 3.3.2 GCPR reserves the right to require evidence of general liability insurance from applicants on a non-discriminatory and uniform basis. All Large Event Applicants must provide evidence of general liability insurance. You may obtain this coverage either through your own insurance company or at Arthur J. Gallagher & Co., 1 (800) 333-3231 or (303) 889-2574. Applicant is required to have insurance coverage with a minimum of one million, one hundred thousand dollars (\$1,100,000.00) in coverage for public liability and property damage as a condition for Rental Request approval. The Board of County Commissioners may, however, reduce or waive insurance requirements based on the potential risks, liabilities, and impacts involved with the proposed facility use. Applicant agrees to indemnify, save, protect, and hold harmless the County and its elected officials, directors, employees, and agents from and against all claims, injuries, damages, losses, expenses including attorneys' fees and any other liabilities arising out of or resulting from Applicant's use of facilities for the event.
- 3.3.3 Applicants must read and sign the Policy Statement, attached to this policy as Appendix B and which must accompany the Rental Request Form. These forms are available at the Gilpin County Community Center (250 Norton Drive, Black Hawk, CO 80422) and online on the County's website at <https://gilpincounty.colorado.gov/>.
- 3.3.4 GCPR reserves the right to place any time, place, manner or other conditions or restrictions for issuance of rental reservations that GCPR deems advisable in the interests of health, safety, welfare, the efficient use of facilities, or staff or budget constraints.
- 3.3.5 Any use of GCPR facilities or properties will be limited to the specific room or area of the facility or property permitted for the use requested. Except for swim or gym birthday party package.
- 3.3.6 Unless otherwise specifically authorized by the Board of County Commissioners, the use of GCPR facilities for operating a business is prohibited. The Board of County Commissioners may authorize the operation of a business and the sale of goods on GCPR facilities in connection with a County sponsored activity or approved event or if the business has entered into a contract with the County for temporary operation during a County sponsored or approved event. Such authorized use shall be in accordance with the Rental Request Form process described herein.
- 3.3.7 Rental Requests can be received up to one year in advance.
- 3.3.8 If a scheduling conflict arises, the County-sponsored event will take precedence over the non-county event. If space is not available in the facility, staff will provide information about other facilities that may be available and the contact information for those facilities. If an event is cancelled by GCPR, all fees that have been paid will be refunded.
- 3.3.9 No facility will be made available for use unless County staff is on duty at all times during use of the facility. This may be waived upon approval by the Parks & Recreation Director or designee.



- 3.3.10 If an emergency situation occurs during the use of any GCPR facility, please call 911. All non-emergency incidents **MUST BE** reported to the Gilpin County Sheriff's Office at 303-582-5500. If deemed necessary a deputy will be dispatched to the facility. For maintenance problems with any facility, please call 303-582-1453 and the maintenance on-call staff member will be paged to respond to that location.
- 3.3.11 There is no storage available at any GCPR facility. Any group wishing to reserve a facility for an event should be aware they would be required to bring and then remove any equipment necessary on a daily basis for the duration of that event. Items that are found in refrigerators or cupboards after an event will be disposed of. No items of any kind should be left in either of these locations or any other storage area of any GCPR facility.
- 3.3.7 All signage associated with the event must be approved by GCPR and if approved must be removed at the end of the event. Signs and posters may only be posted where facilities are available for them. Nails, staples or any other item that may damage the walls are not allowed. Some facilities have hanging bars specifically designed for pictures or signs.
- 3.3.8 Other restrictions may apply that are specific to each GCPR facility. Please contact the Community Center for more information on those restrictions.

4.0 Fees and Costs

- 4.1 Facility fee schedules, are subject to the County Fee Schedule which is on the back of the Rental Request Form.
- 4.2 Damages. The applicant will provide credit card information, that will be securely held on file and charged, in the event there are damages incurred to a county facility during the rental. If no damage reported, the credit card will not be charged.
 - 4.2.1 GCPR will send an itemized report of damage incurred and correlating fees to the responsible party signing the application within 3 business days of the event.
 - 4.2.2 GCPR will charge the credit card on file after 5 business days of the itemized damage report being sent to the applicant.



4.3 Trash Removal:

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| One Room | Extra bags will be supplied underneath the bags lining the trash containers. Please tie used bags securely and place near door for removal. |
| Fairground Complex and Pete Gones Park | Renter is responsible for submitting their arrangements for trash removal in writing when the facility is reserved. This written information shall be submitted with the application and rental request forms. |
| Fairground Complex and Pete Gones Park | The County can supply a dumpster for a dumping fee (subject to change based upon current landfill fees). Arrangements for this must be made when the facility is reserved. |
| All rental parties are responsible for assuring the facility they are reserving is left in a neat and clean condition. Any cleaning or repairs required after an events will be charged to the credit card on file. | |

- 4.4 Electricity. There are power outlets in all facilities. There are four free-standing power poles located throughout the Fairground Complex. If the use of one or more power pole is required, an electrical fee per turtle or per outlet per day will be added to the fees and costs.
- 4.5 Tables and Chairs. Each meeting room is supplied with a minimum of 2 tables and 15 chairs. While the larger meeting rooms normally have more, if additional tables or chairs are required, the renter must make arrangements with the facility to rent them if available. Fees are located on the Rental Request Form. Any additional items required will be up to the renting party to supply.
- 4.6 Security. Security presence will be required for all Large Events or any time alcohol will be sold. The number of security personnel required will be determined by the number of attendees expected at the event. The Gilpin County Sheriff's Office can supply security, when deputies are available, and the applicant will be charged an hourly rate for these services. Arrangements for use of County deputies will be made by the Special Events Coordinator and the Gilpin County Sheriff's Office. If other arrangements are made, they MUST BE approved by the Parks & Recreation Director and the Gilpin Sheriff's Office.
- 4.7 Sanitation. There are rest room facilities available in or near all meeting rooms. For Large Events, there may be extra sanitation required. It is the responsibility of the renting party to arrange additional portable toilets as needed based on the number of expected attendees. The Special Events Coordinator can assist you in determining whether or not this will be required.
- 4.8 Heat. While there is heat in the meeting rooms of all facilities, the indoor arena is not normally heated. If heat is required in this area an additional fee will be added.



5.0 Alcohol Sales

- 5.1 GCPR reserves the right to assure that alcohol sales are conducted according to the Colorado Liquor and Beer Codes. There is currently only one facility where alcohol is permitted; the Fairground Complex. The facility will abide by, but is not limited to the following items:
 - 5.1.1 Any person serving alcohol during the event must be trained in all aspects of the Colorado Liquor and Beer Codes including age verification.
 - 5.1.2 The renting party must apply for and receive a valid Liquor License approved by both the State of Colorado and the County of Gilpin and has both the license and the permit paperwork posted at the site where alcohol will be served during the event. This application is made through the Gilpin County Administration Office and is approved at a Board of County Commissioners board meeting. NOTE: This process can take a minimum of three months from start to finish. The Special Events Coordinator can assist the coordination with the Administration Office.
 - 5.1.3 The renting party will assure all signage is posted and clearly in view, specifically sign #DR8471 to comply with 12- 47-901, C.R.S.
 - 5.1.4 The renting party is responsible for assuring adequate security is on the grounds during all hours of the event as required by the Gilpin County Sheriff and GCPR. The number of security personnel required will depend upon the estimated number of attendees at the event.
 - 5.1.5 If the alcohol sales are not managed according to the Colorado Liquor and Beer Code, the County reserves the right to revoke the privilege to vend alcohol at the event. All violations will be reported to the Department of Revenue Liquor Enforcement Division.

6.0 Fee Waiver Policy

- 6.1 Purpose. This policy establishes parameters for waiving or reducing fees for use of GCPR facilities. This policy is designed to provide an equitable means for event sponsors to apply for fee waivers or reductions and to establish mutually beneficial partnerships between GCPR and the community.
- 6.2 Responsibility. Depending on which facility is being used and the size and impact of the event, a fee reduction or waiver is granted by the Parks & Recreation Director, County Manager, or Board of County Commissioners at the time of the request. The granting of waivers is dependent upon budget and operating impacts. To the extent a reduction or waiver can be granted without negatively impacting GCPR or the County's budget or operations, this policy will guide the discretion in granting or denying requests.
- 6.3 Policy General Principles:
 - 6.3.1 Reviewed on a case-by-case scenario.
 - 6.3.2 Fee waiver/reduction are available for both large and small events.



- 6.3.3 Fee waivers/reductions are for rental fees only. Direct costs including but not limited to, damage deposits, vehicle costs, traffic control, staff time, or other fees are not eligible for a fee waiver or reduction under this policy.

- 6.4 Fee Reduction. The Parks & Recreation Director, County Manager, or Board of County Commissioners have the discretion to reduce facility permit fees up to 50% (maximum value of \$500 per organization per year) for events that are compatible with County priorities or demonstrate a financial need for a reduction in fees. Consideration will be given to events that:
 - 6.4.1 Are sponsored by not-for-profit organizations and non-profit entities that have a documented Federal 501(c)(3) status under the law.
 - 6.4.2 Raise the profile of Gilpin County through prominent acknowledgement of County programs, support and assistance or otherwise provide support and assistance for the Gilpin County community and County programs. Waivers or reductions totaling more than \$500 per organization per year may be granted if the significance or scale of the event or activity warrants it.
 - 6.4.3 Waivers or reductions totaling more than \$500 per organization per year will be subject to conditions, including but not limited to required commercial advertising and promotion of the County or GCPR and the event or activity.
 - 6.4.4 A not-for-profit organization or a not-for-profit entity may have its permit fee reduced, further reduced (beyond the fee reduction above), or waived if the organization or entity provides an in-kind or other contribution of goods, services, or programs that will benefit the County, GCPR or its residents. This in-kind contribution may include, but is not limited to, equipment or materials, free attendance for classes or programs, or service projects to improve or to provide programs offered by GCPR or otherwise assist the County. All proposed in-kind contributions must equal or exceed the value of the reduced facility fee or provide a substantial but measurable public benefit.

- 6.5 Waiver. A total waiver of rental fees may be granted to any event pertaining to County business, or an event benefiting the County where any anticipated proceeds from the event are not expected to exceed the costs of the event.

- 6.6 Other Obligations. Any reduction or waiver of rental fees above will not affect the applicant's obligation to comply with the remaining qualifications, restrictions and criteria of this policy, to pay other GCPR costs, or to provide insurance as required by this policy or by ordinance. Liquor license fees cannot be waived or reduced. Applicants that fail to abide by the policy and procedures set forth in this policy will be ineligible to receive future fee waivers or fee reductions for a period of at least one (1) year.

- 6.7 Events/Activities Not Eligible for Waiver or Reduction.
 - 6.7.1 For-profit organizations or groups.
 - 6.7.2 Persons or organizations who have failed to fulfill their obligations during previous events or activities for which facility rental fees were waived or reduced.



- 6.8 Procedures. Requests for a fee waiver or reduction must be made in writing on the Rental Request Form and delivered, along with a copy of the organization's IRS 501(c) determination letter, as part of a submittal. Please complete the Rental Request Form in its entirety. Incomplete forms will not be considered. If you need additional space for your justification statement, please feel free to attach more pages.

Gilpin County Parks & Recreation Facility Rental Policy Acknowledgement - Appendix B

I have read, understand and agree to the stipulations in the **Gilpin County Parks & Recreation Facility Rental Policy**.

Applicant Signature

Please print name for signature above

Date Signed

Organization Name

Please return ONLY this page together with your Rental Request Form.

Staff Use Only

Received By

Approved By

Received Date

Approved Date

Number of Attendees / Large Event

Yes

No