

## CITY PROPERTY USAGE POLICY

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### **I. Authority:**

The City Manager is authorized to promulgate administrative policies governing the use of City property and buildings pursuant to Section 11-3-50 of the Cherry Hills Village Municipal Code. This policy and all referenced forms and applications shall be posted on the City's website.

### **II. Purpose:**

This administrative policy establishes the procedure for reserving and using certain City Property (including City-owned buildings, parks, trails, and rights-of-way) by outside organizations, individuals and groups. The use of available City buildings and meeting rooms are primarily to conduct City business, but City property (including parks and trails) shall be made available as a community resource in accordance with this policy for governmental, civic, non-profit, cultural or education meetings or programs. Certain City facilities, including but not limited to Quincy Farm, Alan Hutto Memorial Commons, John Meade Park Pavilion, and Council Chambers, require compliance with specific rules and requirements.

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

### **III. Process:**

#### **A. Reservation Policies; Application; Decision.**

1. City facilities are available on a first-come, first-served basis at a specific pre-approved time.
2. City sponsored programs or meetings take precedence over other events at all times in scheduling the use of facilities.
3. All reservations are subject to the City's reserved right to unilaterally cancel a reservation if City operations require use of the reserved space. The City shall incur no liability for such cancellation except that reservation fees, if any, shall be returned. Application fees are non-refundable.
4. Applicants can reserve City facilities by completing the City-provided form(s) applicable to the specific property being reserved and submitting the completed application at least ten (10) business days but no more than six months in advance of the event. Exceptions include Council Chambers, which can be reserved up to a year in advance, and Three Pond conference room in City Hall, which can be reserved one business day in advance.
5. The City will process a complete application and grant approval of a permit only where the permit application meets the requirements of this policy and applicable City ordinances. The City shall render a decision within ten (10) business days of receipt of a complete application. If the permit is granted, the applicant must print and maintain a copy of the approved permit with them during the event. Applicants are expected to contact South Metro Fire Rescue Authority directly for compliance with the Authority's rules and regulations.
6. City Manager approval must be acquired for events where alcohol will be served and for events that have requested extra police services. Events with alcohol must meet the requirements of Article II, Chapter 6 of the City Code. No alcohol is permitted in City parks for non-City events, per Section 11-3-120 of the Municipal Code.

## B. Available Facilities

1. Facilities available for reservation include:
  - a. City Hall: Three Pond Conference Room and Council Chambers.
  - b. Woodie Hollow Park, Three Pond Park, Blackmer Common, John Meade Park & Alan Hutto Memorial Commons.
  - c. Quincy Farm (areas and allowed uses are designated within the Quincy Farm Regulations).
2. Public streets, trails, and rights-of-way (limited to block parties, parades, marches, walks/races).
3. Horse arenas in City parks cannot be reserved for the purpose of teaching lessons for private businesses.

## C. Reservation of Three Pond Conference Room in City Hall (2450 E. Quincy Avenue)

1. Three Pond Conference room in City Hall requires only the completion of the Conference Room Agreement to make a reservation. It is not subject to any fees, or insurance requirements outside of that agreement.

## D. Fees and Insurance

1. All events are subject to a \$25 application fee, to be submitted with the completed application. Application fees are non-refundable.
2. A certificate of liability insurance is required for events hosting over 50 people, events with rented or additional play equipment (such as bounce castles), events held for fundraising purposes, events taking place in Council Chambers or at Quincy Farm. The City of Cherry Hills Village must be listed as an Additional Insured with the following limits of liability: \$1,000,000 per occurrence/\$2,000,000 general aggregate.
3. Events held in the John Meade Park Pavilion may be subject to additional fees, listed in the John Meade Park Pavilion Rental Agreement. Nonprofits, schools, and residents are eligible for discounted rates upon providing proof of status. All fees must be paid in full at least ten business days prior to the scheduled start of an event.
4. If the event requested is being held in or requires blocking all or part of a public street, trail, or right-of-way, the applicant must provide a map showing the locations of street closures.

## IV. Appeals

Any applicant aggrieved by an administrative decision to deny a permit may appeal such decision within fifteen (15) business days of denial to the City Manager. The City Manager shall render a decision to affirm, reverse, or modify the permit decision within ten (10) business days of receipt of the notice of appeal. The City Manager's decision shall be a final determination of the City.

## V. Events on Private Property

Events on private property that include authorized fireworks displays, road closures of private roads, or events requesting extra duty police services require applicants to complete the Events on Private Property form. This form is available through the City website, or by contacting the Police Clerk at (303) 761-8711-.

## VI. Effective Date:

This policy shall be effective on May 26, 2022, and upon promulgation, shall be posted on the City's website.

APPROVED BY:



Chris Cramer, City Manager