

# CITY OF CHERRY HILLS VILLAGE

2450 E. Quincy Avenue  
Cherry Hills Village, CO 80113  
[www.cherryhillsvillage.com](http://www.cherryhillsvillage.com)

Village Center  
Telephone 303-789-2541  
FAX 303-761-9386

## Council Chambers Regulations (“Regulations”)

The use of Council Chambers is primarily to conduct City business but shall be made available as a community resource in accordance with this policy for governmental, civic, non-profit, cultural or education meetings or programs. City Council, City departments, commissions, boards, and other public agencies will have top priority on the use of Council Chambers. 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. The City’s conference rooms may not be used with the intent to advance any political candidate or campaign.

The following Regulations shall be strictly enforced:

1. ***Damage Responsibility***

The organization or individual is responsible for any damage or loss to the Property caused by persons attending the event, and all injuries or damages or suffered by persons attending the event. By submitting a reservation application, the organization or individual executing such application agrees to hold harmless and indemnify the City for any damages or claims whatsoever related to the use of the property.

2. ***Maximum Occupancy***

Events held in Council Chambers can host a maximum of 100 attendees.

3. ***Furnishings***

Chairs may be stacked to the side or rearranged for the event; it is the organizer’s responsibility to return all furnishings to their original locations at the end of the event.

4. ***Food and Drinks***

The kitchen area is available to use as a staging area to serve food. The kitchen is equipped with a sink and refrigerator for public use. Sale of food or drinks is prohibited.

5. ***Smoking***

Smoking is prohibited within City Hall, on the outdoor patio adjacent to Council Chambers, and within a 25-ft. radius of all entrances.

6. ***Set-up and Clean-up Times***

Reservations should be made for the full time the organization will need access to the building, including set-up and clean-up times. If the organization uses the facilities outside of these allotted times, it may result in a loss of part or all of the deposit.

7. ***Cancellation***

Notify City staff as soon as possible if an event must be cancelled.

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## 8. *Insurance*

A certificate of liability insurance is required for the use of Council Chambers. 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.

I have read and understand the Council Chambers Use Regulations and agree to adhere to all conditions and regulations above. Failure to comply with these Regulations may result in disqualification from future use of Council Chambers.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date \_\_\_\_\_

### **Final Approval (City staff):**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date \_\_\_\_\_