

## CITY OF CHERRY HILLS VILLAGE THREE POND CONFERENCE ROOM AGREEMENT

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The City Manager, or designee, will administer and implement this policy and shall have sole discretion to determine whether a reservation will be permitted. The following rules and regulations will apply to those who desire to use a City Hall conference room. Please note this form cannot be used to reserve the Community Room in the Joint Public Safety Facility.

- City Council, City departments, commissions, boards, and other public agencies will have top priority on the use of conference rooms.
- All groups wishing to reserve conference rooms must be non-profit, community service oriented, and be sponsored by a resident or employee of the Village.
- Private social events, meetings by private businesses, and/or religious ceremonies are not permitted.
- Three Pond Conference Room can accommodate a maximum of 12 people at one time.
- The City's conference rooms may not be used with the intent to advance any political candidate or campaign.
- Groups may not charge admission to any event held in City Hall. An offering, tuition, assessment, or similar charges are considered to be an admission charge.
- Scheduled meetings are subject to change or cancellation, at the discretion of the City Manager or if specific City functions require the use of the facilities.

Conference rooms may be reserved during business hours (8:00a.m.-4:30p.m.). Any requests outside of regular business hours may require a deposit. Please call the City Clerk during regular business hours to make reservations. Reservations must be made in advance, but no reservations will be accepted more than 6 months prior to the event.

Conference rooms must be left in a clean and orderly condition. Groups will be held responsible for any damage to the room or equipment. The City, in its sole discretion, reserves the right to revoke conference room privileges at any time and shall not be held liable for any injury that may result while on the premises. In the use of City Property, groups will neither allow, nor engage in, any discriminatory practices or policies regarding age, race, sex, gender, color, religion, ethnicity, disability, military status, genetic information, marital status, sexual orientation, creed, ancestry, or any other status protected by federal, state, or local law.

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Please complete the application below and return to the City Clerk's Office, 2450 E. Quincy Avenue, Cherry Hills Village, CO 80113.

Applicant Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Resident Sponsor (if applicable): \_\_\_\_\_

Date Desired: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Time of Use (Total): \_\_\_\_\_

Description of function: \_\_\_\_\_

By signing below, I understand I will be held responsible for compliance with this Conference Room Agreement and all applicable City ordinances and regulations in use of the conference room.

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\_\_\_\_\_  
Signature of Applicant

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\_\_\_\_\_  
Date

Approved by City Manager or designee: \_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Date) \_\_\_\_\_