

Policies and Procedures for the Use of the Summit County Commons Building Meeting Rooms

I. Purpose: The purpose of this policy is to establish guidelines regarding the use of the meeting room facilities at the Summit County Commons Building. The Board of County Commissioners of Summit County, Colorado (the “County”), reserves the right to change the hours for facility use, office business hours and any other policies set forth herein. These policies are also drafted to fully comply and adhere to the First Amendment of the United States Constitution, Article II, Section 10 of the Colorado Constitution, and all other laws, rules and regulations of the State of Colorado and the United States Government regarding the rights of free speech, assembly, and association. Nonetheless, these policies and procedures are also drafted for the purpose of providing reasonable protection and accommodation for the first amendment rights of all citizens in the use of County property and facilities, and to allow for public speech and assembly at reasonable locations while preserving the ability of the County to perform and protect the primary functions of such property and facilities. In promulgating these policies, the Summit County Government finds that it is of the utmost importance to ensure that all residents of and visitors to Summit County, as well as agents, employees and officers of the Summit County Government, are not deterred from utilizing and enjoying the primary function of such buildings and facilities due to a situation where they are subjected to intrusive speech unrelated to such primary functions, and in turn rendered a vulnerable or constricted audience as a result of their presence to fulfill such primary purpose.

The County reserves the right, when plainly necessary and appropriate, to apply these policies and restrict use of certain buildings and facilities, in a manner which may have the secondary effect of limiting certain broad types of content of speech, such as commercial or political speech, when narrowly tailored and reasonably necessary to maintain the limited and designated nature of the forum in question. Nonetheless, in the application of these policies, the County does not intend to engage in or condone any activities, or render any decisions, which in any way result in the discrimination of any viewpoint at any time.

II. General Policy. It is the policy of the Board of County Commissioners to limit the use of the County Commons governmental facilities to government and quasi-governmental organizations and meetings related to government or civic operations and issues. General public use of these facilities will not be permitted, except as provided in Section III below.

III. Facilities Available. These policies and procedures are intended to cover meeting rooms in the County Commons office space: Mount Royal and Buffalo Mountain rooms.

It is the policy of the Board of County Commissioners that general public use of the facilities be open for the nonprofit use by any public or private nonprofit organization, governmental or quasi-governmental organization, civic organization, religious group or community oriented group, on a reservation basis, so long as the user complies with the guidelines stated herein.

- The user may not charge a fee for entrance to the scheduled meeting or activity.
- The normal operating hours of the building are Monday through Thursday, 8:00 a.m. to 7:00 p.m.; Friday and Saturday, 9:00 a.m. to 5:00 p.m.; and Sunday, 1:00 p.m. to 5:00 p.m.
- For meetings or activities that extend beyond normal operating hours, please be advised that you may not prop the building doors open for late arrivals and you may be subject to noises

associated with custodial services taking place in the building.

- A security code will be required for entrance into the meeting rooms and will be provided at the time the reservation is made.
- The facility users may not conduct any illegal activities on the premises, nor may users engage in activities which, in the sole opinion of the County, create excessive noise or other disturbances or risk of injury to persons or property.
- The applicant warrants that no music, literary or artistic work or property protected by copyright will be performed, reproduced, or used in connection with its activities at the Facilities unless the applicant, its employees, agents or contractors have obtained permission from the copyright holder or have obtained appropriate licensing to use such works.
- Provided, nothing herein shall be deemed to create a duty on the part of Summit County to inspect, police or otherwise regulate the activities conducted on the premises.
- In no event shall any use disrupt, interfere or impede the government or library operations in the County Commons facility.

A complete description of the rooms, seating capacity, and available equipment may be obtained from the Summit County Community and Senior Center Office.

IV. Scheduling. All scheduling of the Meeting Rooms will be done on a first come first served basis subject to the following scheduling priorities:

- A. The County may reserve available meeting rooms at any time up to twelve (12) months in advance of the date of their planned event/use. The County may only schedule meeting room space under the scheduling system specified herein for actual events, and may not reserve scheduling segments if no use is currently planned for that time period.
- B. All other approved users may reserve available meeting rooms up to six (6) months in advance of the date of their planned event/use. Users may only schedule meeting room space under the scheduling system specified herein for actual events, and may not reserve scheduling segments if no use is currently planned for that time period.

V. Spaces Not Available for Use. These policies and procedures do not permit use of the regular office or foyer space except by County officials and personnel or individuals engaging in official business.

VI. Main Library Use.

- A. Policies and procedures regarding operation of the Library may be obtained from the Library desk. Library study room(s) are to be used for library study, library staff or Board of Trustees meetings that are compatible with the nature of the library environment.
- B. All such use must be scheduled and approved by the Library.

VII. Reservations. Reservations for non-County use of the facilities may be made by contacting the Summit County Community and Senior Center at 970-453-2956. Reservations for County department use may be made through MIDAS or by contacting the Summit County Community and Senior Center at 970-453-2956. Please provide detailed information regarding your reservation request including the purpose of the

meeting, meeting date, meeting time, number of participants, and any specific room requests. Space will be available on a first come, first served basis with certain limitations, which are described in Section IV above.

Non-County organizations reserve space with the understanding they may be asked to find alternate meeting space if the facility is needed by a County department. In the event a non-County scheduled event be displaced, the County will endeavor to relocate the reserved event within County facilities, if available.

VIII. Audio-Visual Equipment. The following equipment is available for County use only through the Information Systems (IS) department: a conference phone, a projector, and a laptop. These resources may be reserved through the MIDAS reservation system or by contacting IS directly at 970-453-3510.

IX. Political Activity. No political meetings or other activities, such as candidate appearances for elective purposes, rallies for candidates for public office or political fund raising events are allowed in the County Commons facilities, except as permitted in Section III above.

X. Vendor/Solicitation. The County reserves the right to enter into license agreements to provide food services to the County Commons Building. Product vendors and solicitors may not display, sell or solicit for the purpose of selling, to County employees or the public, any goods or services at the facility, unless prior approval is obtained from the County Manager's Office.

XI. Displays. Local art galleries, artisans and other persons wishing to display artwork or items within the facilities, must contact the County Art Exhibits Committee. Only displays which are not offensive, are in good taste and compatible with County government operations will be accepted. The Building and Grounds Department shall be responsible for the placement and display of all artwork and other displays and will be consulted by the County Arts Exhibits Committee on available space and proper placement. Displays must follow the rules and procedures of the County. Displays shall be insured by the exhibitor, except that displays of children's art from a County school or individual child artist may request that the County extend its insurance coverage to such a display. The County will not be liable for any damage to, or theft of any artwork or other displays unless prior approval is obtained.

XII. Denial of Request. The County reserves the right to refuse approval for the use of the facilities when it is deemed that such action is necessary and in the best interest of the County. The use of the facilities may be denied for the following reasons:

- A. Requested activities which block building access or walkways, or interfere with the ongoing operation of official County business, will be denied.
- B. Proposed activities that are inappropriate for the size or physical features of the facilities sought to be used, will either be denied or rescheduled.
- C. No fund raising events will be permitted.
- D. No political activities will be permitted, except as provided for herein.
- E. Prior misuse or abuse of buildings, facilities or County-owned equipment may result in denial of future use.
- F. No commercial activities will be permitted.

G. Failure to follow the policies and procedures established by the Board of County Commissioners may result in denial of use.

XIII. Smoking. Smoking is prohibited in the County facilities. Smoking areas may be provided outside the building, as designated by the County.

XIV. Alcohol. Consumption of alcoholic beverages in or around the County Commons Building is **prohibited** unless specifically authorized by the County. Alcoholic beverages may be served in limited quantities with the prior approval of the County Manager or his/her designee, and in accordance with all applicable state laws and requirements of the County. Approval to serve alcoholic beverages must be requested from the County Manager's Office at the time the room is reserved. Insurance is required in the event that alcohol is served, as set forth in Section XIII. Users serving alcohol may be required to provide additional security at the user's expense. All requests for permission to serve alcoholic beverages must state the purpose for the request and the manner in which such service is to be monitored for compliance with all applicable laws.

XV. Insurance. As a precondition for use of any Meeting Room, for a gathering or event at which alcoholic beverages have been approved by the County to be served, the user shall carry, at its own expense, in reliable insurance companies satisfactory to the County and authorized to do business in the state of Colorado, comprehensive and liability insurance coverage with minimum limits of One Million Two Hundred Thousand Dollars (\$1,200,000.00) combined single limit for all personal injury or property damage resulting from any one occurrence, including broad form property damage and personal injury liability insurance coverage. Prior to the scheduled event or gathering, the user shall deliver to the County Manager's Office certificates in a form acceptable to the County evidencing the existence of the insurance provided for above. The County shall be named as an additional insured party on such certificate.

XVI. Food and Beverages. Food and non-alcoholic beverages may be served in the facilities, provided that the user is responsible for all cleanup of the room. When additional costs are incurred by the County for custodial services, they will be charged to the user.

XVII. Emergency. In the event of an emergency or energy conservation program, the County reserves the right to withdraw the use of the facilities for all use other than official County meetings and operations.

XVIII. Availability. The facility meeting room(s) will be available for use only during the normal operating hours of the building and as indicated in III above. The facilities must be closed and locked no later than 9:00 p.m. Special Requests can be submitted to the County Manager's Office. The County reserves the right to deny any request.

XIX. Fees. The facilities will be provided free of charge for gatherings that are open to the public and are not intended solely as a fund raising event, provided no additional costs are incurred by the County. If additional costs are incurred, such as custodial services, employee overtime or utility costs, the County

will assess the organization a charge based on the County's cost. Any organization failing to pay for any charges assessed will be denied future use of the meeting room(s) until all accounts are paid in full.

XX. Clean-Up. The meeting rooms must be returned to an orderly and clean condition, with furniture returned to the standard conference room arrangement.

XXI. Cancellation. Failure to notify the Summit County Community and Senior Center when an event is canceled will result in the loss of any future reservations the organization may have.

XXII. Indemnification. The applicant agrees to indemnify the County for all claims arising out of the applicant's use of the facilities, including personal injury, bodily injury and property damage claims. The applicant agrees to return County-owned property to the County in the same condition as the property was received prior to use, including without limitation, picking up litter and other materials. Groups and organizations will be held responsible for any damages to the County property and must report such damage to the Building and Grounds Department. Private property brought onto County grounds is the sole responsibility of the owner. The County assumes no responsibility for damage to or loss of private property or for personal injury that may occur on County property.

XXIII. Non-Discrimination. All County facilities within Summit County shall be equally available and accessible to all persons without regard to race, color, creed, national origin, religion, sex, political ideology or any other similar factor.

XXIV. Supervision. Activities for anyone under the age of eighteen (18) years old must be supervised by an adult twenty-five (25) years of age or older. For youth activities, there must be at least one adult for every fifteen (15) youths present.

XXV. Violations and Misrepresentation. The County may cancel any use of the facilities at any time, if the reserving party violates any policy herein or misrepresents the nature of the group to the County. Any such violation or misrepresentation may also result in the denial of any future use.

XXVI. Bicycles. No bicycles are allowed in the County Commons or any facility reserved for use. Bicycle racks are available at the entrances of the building.

XXVII. Skis, Ski Boots, Snowboards, and In-line Skates. Skis and snowboards are prohibited in the County Commons facilities. Ski boots and in-line skates may not be worn inside the facilities and must be removed before entering.

XXVIII. Animals. All animals are prohibited from being brought into the County Commons facilities. This exclusion does not apply to patrol dogs accompanying security or police officers, or guide and service animals accompanying blind, visually impaired, deaf, partially deaf and otherwise physically disabled persons, or those being trained for such service.