

# Town of Snowmass Village Town Hall Public Use Rules and Permit Application

## **Attendee Behavior**

Groups will conduct their function in an orderly manner and in full compliance with the rules of the Town Hall of Snowmass Village property, all applicable laws, ordinances and regulations. The Town Hall of Snowmass Village reserves the right to control the noise volume inside and outside function rooms for the consideration of others. The Town Hall of Snowmass Village reserves the right to exclude or eject all objectionable persons from the functions(s) and the Town Hall property without liability.

## **Damage, Loss & Cleaning**

No staples, glue, tape or nails will be allowed on walls, ceiling or fixtures. No glitter or confetti is allowed. In the event that any of the aforementioned is used without the Town Hall's authorization, the group will pay the cost of any cleaning, repair, and/or replacement. Any damage incurred to the Town Hall premises, extraordinary litter or refuse requiring special cleaning, will be charged to the client.

## **Meeting room priority policy**

The Town Halls first priority is to official Town of Snowmass Village functions. The Town Hall reserves the right to cancel any meeting up until 48 hours prior, in the event of an emergency meeting for any official Town meeting.

## **Parking**

Due to the limited parking at the Town Hall all events between the hours of 8:00am and 5:00pm parking is restricted to only 1 vehicle. For all events starting after 5:00pm they may use the parking in front of the Town Hall.

## **Room setup/furniture**

The Town Hall Council chambers and small conference room are set specifically for town meetings. Any moving of the furniture must be approved by the Town Clerk and can only be done by Town staff. An additional fee will be charged for this service. See Fee Schedule

## **After hours usage**

The Town Hall is open from 8:00am until 5:00pm. Any group wanting to use the facility after these hours must have it set up in advance with the Town Clerk. An additional fee will be charged for this service. See Fee Schedule

## Town Hall Usage Fees

<u>Meeting Space</u>	<u>Square Ft.</u>	<u>Room Rental Flat Fee</u>
<u>Small Conference Room- Max. Capacity 16</u>	264	
Non Profit 501c(3) org. only.....		\$0
All Others.....		\$100.00/day
<u>Council Chambers- Max. Capacity 90</u>	1352	
Non Profit 501c(3) org. only.....		\$ 50.00/day
All Others.....		\$ 300.00/day

**Setup/Reset Fee- \$50.00**

All groups will be charged if any tables, Microphones, chairs need to be adjusted. Any rearranging of furniture first must be approved by the Town Clerk.

**After hours opening and closing of facility- \$30.00/hour**

This applies to all groups unless other arrangements are made with the Town Clerks office.

Group Name \_\_\_\_\_

Name of Contact person \_\_\_\_\_

Phone Number \_\_\_\_\_

Space requested \_\_\_\_\_

Date and Time needed \_\_\_\_\_

Total Fee Due \_\_\_\_\_