

Fee Policies and Procedures

Summit County Community & Senior Center Meeting Room Facilities Use

- I. Purpose. The purpose of these policies and procedures (“Fee Policy”) is to establish guidelines regarding the charging of fees for the meeting room facilities of the Summit County Community & Senior Center (the “Center”).

- II. General Policy. It is the policy of the Board of County Commissioners of Summit County, Colorado (the “County”) to promote the use of the Center’s meeting rooms (the “Meeting Rooms”) in a manner that makes such facilities available to various aspects of the Summit County Community, and still presents a viable fiscal means of defraying the costs of operation of the facility. Accordingly, the Meeting Rooms in the Facility shall be made available for use, subject to the fee schedule set forth below, by all members of the general community, including without limit County departments, County sponsored organizations, various civic and community based groups, as well as private organizations and personal functions, subject to availability, and for meetings related to government or civic operations and issues. Use and operation of the Meeting Rooms is specifically subject to the Memorandum of Understanding between the Summit County Senior Citizens, Inc. (“Seniors”) and the County dated June 12, 2000, as it may from time to time be amended (the “MOU”). These policies supersede any existing policies and procedures for the Center.

- III. Facilities Available to the Public. The Center’s Meeting Rooms shall be available for use during the normal operating hours of the Center for noncommercial and commercial use by the general public, including: public or private nonprofit organizations, civic organizations, religious groups, community oriented groups, and residents of Summit County. All meetings or activities require a damage deposit and those that extend beyond normal business hours require an additional key deposit unless exempted by special action by the County Manager or his/her designee.

Meeting Room 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. Provided, nothing herein shall be deemed to create a duty on the part of the County to inspect, police, or otherwise regulate the activities conducted on the premises. In no event shall any use disrupt, interfere or impede the operations of the Center.

A complete description of the six (6) Meeting Rooms, seating capacity, and available equipment may be obtained from the Center’s staff.

- IV. Fees.
 - A. Fee Policy. The County will continue to, from time to time as deemed necessary, establish fee rates for the use of the Center facilities and equipment. Fees shall be paid at the time that the reservation is made. Any user failing to pay for the use of the Center’s facilities or for damages assessed by the County will be denied future use of any County meeting room facilities until all accounts are paid in full.
 - B. Fee Schedule. Standard fees for use of the Meeting Rooms shall be charged in accordance with Figure 1 below, at the following general rates, in accordance with the user group classifications, and/or the nature of the use contemplated, and scheduling time:

Type of Group/Events	Examples	Hourly Room Fee:
Deposits	Meeting Room Rentals or Kitchen Use	Room/Key deposit for damages: <ul style="list-style-type: none"> • \$100 meetings & trainings • \$300 parties & large events • \$500 events including kitchen rentals for damages or unsatisfactory cleanliness, after event
County Organizations	Ambulance Training; Manager's Meetings; Voting	No Charge
Summit County Senior Citizens, Inc. Events	Services; Programs; Events; Meals, Rummage Sale	No Charge
County Sponsored Organizations and Youth Oriented Groups/ Governmental Organizations	County Sponsored or Funded Organizations; Board Meetings; Community Events	\$10/hour/room
Non Profits Summit County	Non Profits within Summit County	\$10/hour M-F \$25/hour Sat. & Sun.
Community and Civic Groups	Community Events; Governmental Information; Educational Programs; Public Health Trainings or Events; events which are primarily intended to provide a direct public benefit to the Summit County community, its residents and visitors	\$10/ hour/room (weekdays) \$25/ hour/room (weekend)
Other Organizations and Private/Commercial Events	Commercial Use; For-Profit Business; Campaign activities; HOA's; Owners/Shareholders Meetings; Private Parties; Weddings	\$50/ hour/room Subject to availability, with priority given to the other categories herein.
Event Management Services	Set-up, take-down, kitchen use , additional staffing; AV; Technology	Service Fee based on actual costs

The determination as to the type of group any user is categorized in, and the fee rate assigned to that group, shall be made by Center staff based upon analysis of the function of the subject group and the nature of the event proposed, in light of all available information including the representations made by users in their request for use. 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.

Said determination shall be implemented in a content neutral manner without any distinction based upon the political, religious, or social philosophies of the user.

C. Definitions: for the purpose of this Fee Policy, and the fee schedule set forth in Figure 1 above, the following definitions shall apply:

1. **Campaign Events/Fundraisers** – any event from a political party, candidate for public office, or elected official that is conducted for the direct or indirect purpose of raising funds for campaign purposes, for political rallies, or other activities not directly related to the governmental role of such elected official. In order to fully comply with the Colorado Fair Campaign Practices Act, C.R.S. §145-101, et. seq., avoid the appearance of County endorsement or favoritism of any political content, and minimize the chance of abuse and the risk of imposing upon an unwilling audience, any event by any elected official or political party conducted within three months of a general election, or within the period between a primary election and a general election, shall be automatically classified as a campaign event, and fees for such event shall be charged accordingly.
2. **Community and Civic Groups** – any group which has a focus of providing any non-commercial services, benefits, education or some other direct relationship to the immediate needs and interests of the Summit County community at large, its residents and visitors, including without limitation events held by religious organizations, educational entities, local political parties, and public health organizations, provided said events are not conducted for any commercial or for profit purposes or means, and are not considered to be campaign events. This category may include non-profit organizations/events, which are primarily intended to provide a direct public benefit to the Summit County community, its residents and visitors.
3. **County Organizations**– shall mean the Summit County Government, including any Department, Division, or direct agent or representative of the Summit County Government, or any group under the administrative control and discretion of the Summit County Government, including by means of example but not exclusion the Board of County Commissioners, any County Planning Commission, the Summit County Sheriff's Office or any sub-group or task force administrated by the Sheriff's Office, the Summit County Clerk and Recorder, and any programs administrated by the Summit County Department of Social Services.
4. **County Sponsored Organizations** –shall mean any organizations receiving direct funding or other direct sponsorship and/or support from the Summit County Government, including without limit the Summit County Community Care Clinic, the Summit County Referendum 1(A) Child Care Advisory Board, or other such groups carrying on tasks of some public nature at the direct or indirect behest of the County.
5. **Evening/Weekend Hours** – shall mean any hours before or after standard Center front desk business hours on any weekday, Monday through Friday, and any hours on any Saturday or Sunday or County recognized Holiday.
6. **Governmental Organizations** – shall reference any governmental organizations that are not either County Organizations or County Sponsored Organizations, including without limitation any Town Governments, the Summit Combined School District, any other Special District, any Divisions or Departments of the of the State of Colorado, including the Colorado Department of transportation and the Colorado State Patrol, and any elected official conducting any event for the purposes of discussing governmental matters with their constituents, that is not intended for or defined as a campaign or fundraising event.

7. **Private/Commercial Events** – any event that is neither County funded or administered, that also does not qualify as a community/civic event, or conducted by any group not deemed to be a community/civic group, and that is held for purposes of private enjoyment, such as wedding celebrations or family reunions, non-profit organizations having no primary purpose or function related to the Summit County community, or commercial purposes, including for profit endeavors that include on- site sales, commitment of funds, or marketing of any product or service or good. All commercial uses are subject to availability, with priority given to the other categories herein in the case of any scheduling conflicts.

8. **Summit County Senior Citizens, Inc. Events** – shall contemplate any event sponsored or administrated directly by the Summit County Senior Citizens, Inc. (“Seniors”), provided such use is allocated in accordance with the MOU. It is herein recognized that any such event may also be classified under any other category contemplated in Figure 1 but that notwithstanding such classification, provided such events are sponsored or administrated directly by the Seniors, no fee shall be charged by the County for such event.

9. **Youth oriented groups** – any groups that have a primary purpose of providing civic or social activities to the youth (ages of 18 or lower) of the Summit County community, including boy scouts or girl scouts, any youth sports leagues, or any other function or event that is not for any profit and is designed for participation by youth in the community.

D. Additional charges. In addition to the general use fee rates set forth in Figure 1 above, any user of the Meeting Rooms is responsible for all costs and responsibilities of setting up and breaking down said rooms for the use contemplated, and County reserves the right in any circumstance to charge any user its actual costs for additional event services, provided by County directly or through the use of a third party contractor, for any user, including the following:

1. Meeting room set up;
2. Meeting room break down and/or cleaning;
3. Kitchen management or clean up;
4. A standard rate for significant use of kitchen facilities;
5. Audio/Visual and/or Technology equipment, training, and/or service
6. Parking attendants or special uses of parking lot
7. Additional staffing demands;
8. Security;
9. Damage to any Meeting Room equipment, fixtures, or the facility itself;
10. All other costs incurred as a result of the use of the Meeting Room, beyond standard wear and tear of such Meeting Rooms or incidental expenses in the operation thereof (i.e., standard utility costs, regularly scheduled cleaning, etc.).

V. Denial of Request. The County reserves the right to refuse approval for the use of the Meeting Rooms by any user or user group when it is deemed that such action is consistent with these policies, necessary and in the interest of the public health, safety and welfare. The use of the Meeting Rooms may also be denied for the following reasons:

- A. Requested activity that would block building access or walkways, or interfere with the ongoing operation of the Center or official County business will be denied.
- B. Proposed activities that are deemed to be inappropriate for the size or physical features of the Center or the Meeting Room(s) to be utilized will either be denied or rescheduled.
- C. Prior misuse or abuse of privilege to use any County buildings, facilities, or equipment may result in denial of future use to any individual user or user group.
- D. Any activities deemed to be a threat to or unacceptably compromise the public health, safety, security and general welfare, or the efficient and safe operation of the Center.
- E. Failure to follow the policies and procedures established by the County may result in denial of use.

VI. Relationship between Fee Policies and Procedures for the Use of the Summit County Community & Senior Center Meeting Room Facilities, and overall Center Policies.

- A. This Fee Policy is intended to supplement, and be read and interpreted in conjunction with rather than in abrogation of, any policies and procedures as set forth in the general Policies and Procedures for the Use of the Summit County Community & Senior Center Meeting Room Facilities (“General Policy”), previously adopted by the County and remaining in effect. All other terms and conditions of that Policy dated June 12, 2000, are hereby reaffirmed and shall remain in full force and effect. Nevertheless, to the limited extent that the terms and conditions of this Fee Policy are deemed to be unavoidably inconsistent with the terms and conditions of the General Policy on matters directly pertaining to the setting of and imposition of fees for use of the Meeting Rooms, the specific provisions contained in this Fee Policy shall control and prevail as to such particular issues.
- B. General Policies on Use. All general policies related to the use of the Meeting Rooms as set forth in the General Policy, including without limit Section IV - Applications for Use and Reservations, Section V – Scheduling, Section VII -- Key and Damage Deposit, and Section IX -- Kitchen, shall remain in full force and effect and compliance with such policies shall continue to be absolute conditions of all use of the Meeting rooms.
- C. If any provision of this policy is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not invalidate this ordinance in its entirety, and to this end the provisions of this ordinance are declared to be severable.