

MOUNTAIN PARKS ELECTRIC, INC.

COMMUNICATIONS / COMMUNITY POLICIES AND PROCEDURES

SUBJECT: USE OF MPEI COMMUNITY ROOMS	POLICY NO. C6
EFFECTIVE DATE: OCTOBER 22, 2003	PAGE 1 OF 3
REVISED DATE: JULY 18, 2005, DECEMBER 20, 2006, JUNE 9, 2011, JULY 11, 2013, SEPTEMBER 10, 2020, 12/8/2022	

I. OBJECTIVE

To adopt and maintain rules and regulations, application for use, release of liability, and indemnification for the use of MPEI's Community Rooms.

II. POLICY

The use of the Community Rooms located at 321 West Agate Avenue, Granby, CO will be governed by the attached rules and regulations, application for use, release of liability, and indemnification to be agreed upon by sponsors requesting use.

III. RESPONSIBILITY

The General Manager will be responsible for the administration and compliance of this policy.

	, PRESIDENT	DATE: 12/8/2022
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IV. RULES & REGULATIONS

The Mountain Parks Electric, Inc. (MPEI) Granby Community Room will be available for use to responsible individuals and organizations who will agree to the following rules and regulations governing use of the rooms.

1. The MPEI application for the use of the Granby Community Room must be completed and returned to the MPEI Granby Office seven (7) days prior to the date of requested use. Applicants must also sign the Indemnification and Release of Liability forms.
2. MPEI reserves the right to cancel a reservation at any time by notifying the reservation holder. Planned meetings of MPEI will always have preference. MPEI reserves the right to deny anyone or any group use of the room.
3. The maximum occupancy of the room is as follows:
Granby Community Room - Town of Granby occupancy limit 72 people

AT MPEI'S SOLE DISCRETION AND APPROVAL, THE ROOM WILL BE MADE AVAILABLE FREE OF CHARGE FOR COMMUNITY SERVICE ORGANIZATIONS THAT HAVE BEEN IN OPERATION FOR A MINIMUM OF TWO (2) YEARS, SUCH AS NON-PROFIT COMMUNITY AND NEIGHBORHOOD ORGANIZATIONS, CLUBS, LOCAL GROUPS, AND TOWN MEETINGS.

4. Groups will be limited to not more than six (6) meetings per year.
5. No dances, concerts, political or religious meetings may be held in the room.
6. A \$100 damage deposit must be collected for anyone using the Community Room. Deposit will be returned when keys are returned and Community Room is found in acceptable condition.
7. At the discretion of the General Manager and approval by MPEI, the rooms will be made available for a fee to the following groups:

	4 Hours or less	Over 4 hours
A. Family or Personal Use (MPEI Member)	\$25	\$50
B. Family or Personal Use (Non MPEI Member)	\$50	\$100
C. Business & Commercial Organizations	\$50	\$100

Payment for use of the facility and damage deposit must be made when the application is completed, signed and approved. These charges are not meant to discourage the use of the facility, but are to reimburse MPE for maintenance of the facility.

8. Fees/Admission may not be charged to persons attending the meeting; however, a donation may be collected to cover direct expenses of the applicant.

9. MPEI's Community Room is a tobacco free facility. Smoking or use of any tobacco products is prohibited.
10. Alcohol, including beer and wine, shall not be served or consumed at any time in the room.
11. Prior approval must be obtained for the use of any decorations and props and they must be removed from the premises immediately after use. No nails, screws, staples, tape or mounting devices will be permitted on the walls, woodwork, ceiling or floors.

Mountain Parks Electric does not allow use of its electronic equipment.
Mountain Parks does not provide internet.

12. No tables or chairs shall be removed from the room for any outside use.
13. Any organization or person sponsoring use of the room will be held responsible for any damages to the room and equipment. The premises must be left in of the same condition as found. MPEI expects people using the room to clean up the area. Additional cleanup provided by MPEI will be charged at the rate of \$50 per hour.
14. Any evidence of abuse of the facility, vandalism or misconduct, is sufficient cause to deny further use of the room to any group.
15. Any youth group using the room must have adult sponsors present at all times.
16. Any group using the room will be expected to avoid unnecessary noise, and will confine their activities to the room.
18. Parking is only allowed in designated areas.
19. Rules and regulations may be modified or changed at any time without notice. Such changes will be effective for uses scheduled subsequent to the date of changes.
20. Before leaving, groups that use the room(s) are expected to:

- Place all trash in provided trash containers
- Wipe the counter tops and sink with the paper towels provided
- Clean out refrigerator and oven/stove
- Wipe off all tables
- Vacuum meeting room
- Clean Restrooms
- Close curtains/shades
- Shut off lights
- Make sure outside service door and front entry doors are locked

Do not forget to make arrangements for the key. You may pick up the key during MPEI's business hours one day prior to your meeting or on Thursday prior to your weekend meeting. The key must be returned during business hours the next business day following your use of the room.