

# **POLICIES FOR USE OF THE ENGLEWOOD GOVERNMENT CENTER**

A portion of the Englewood Government Center (EGC) has been designed to serve both the needs of the community and the needs of the city. A wide variety of activities can be accommodated in this structure. To ensure proper use, policies have been devised.

## **PRIORITY FOR USE OF EGC**

1. First Priority
  - a. Functions and meetings sponsored by the City of Englewood.
  - b. Prior reservations may be cancelled or reassigned when the facility is needed for City use.
  - c. Use of the facility by the City, its employees or Council Members is not subject to restrictions contained herein, except as prescribed by the City Manager.
2. Second priority
  - a. To the organizations with events that are paying fees to use the EGC.
3. Third priority
  - a. Local public service organizations which involve and significantly contribute to the welfare of the general local population.
4. Fourth priority
  - a. All other groups will be scheduled according to availability and in conformance with other policies and restrictions contained herein.
  - b. Englewood residents will be given preference when possible.

## **HOURS**

- Operating hours of the EGC will vary according to the season, current operating budget, and scheduling of City-sponsored activities.
- Contact the EGC for current hours.
- These hours and days may be adjusted by the City Manager.

## **APPLICATION**

- The use of the EGC must be directed to the Administrative Assistant to the City Manager at least 14 days in advance of intended use.
- Reservations for use of the facility are not finalized until an application for use is completed and a \$20 deposit is submitted. This deposit is non-refundable. In the event of a cancellation this deposit WILL NOT be refunded.
- One member of the group requesting the facility must assume responsibility for proper use of facilities and equipment. The person assuming responsibility for the rental is also required to fill out a release of claims waiver and additional paperwork pertaining to clean-up responsibilities and rental fees.
- A copy of the paperwork will be emailed to you to retain for your records.
- Applications from groups which have not used the facilities in the previous 30 days may be given priority over applications from groups which have used the facility in the previous 30 days.

- The City reserves the right to limit frequent use by different organizations offering the same activities, in order to ensure that a variety of interests can be accommodated.
- The City reserves the right to refuse to schedule activities not appropriate for the facilities.

#### **DEPOSITS, FEES AND PAYMENTS**

- Charges for use shall be in accordance with these policies and the fee schedule
- The City will make an additional charge for moving of furniture and/or equipment
- All payment should be made payable to the “City of Englewood”
- The balance of the rental fee and cleaning deposit is to be paid at least two (2) working days PRIOR to the reserved date
- The City shall be the sole judge of the category of a group or its activities
- Any group which uses the facilities for an activity not incidental to its purpose may be charged a higher rate than normally charged to that organization
- Rental payments that are received on time at least two (2) working days prior to the rental date
- Balances paid past the rental deadline are subject to an extra \$20 late fee
- Any checks that are returned for insufficient funds will be required to pay a \$35 penalty fee to the City of Englewood.

#### **GUIDELINES**

- No group, except as provided herein, may reserve the facilities on more than two (2) days per week or nine (9) days per month.
- The intent of this policy is to keep the facility open and available for as many different groups as possible. A single group may use the facility on a more frequent basis subject to the discretion of the City.
- No group or person, except as approved in accordance with applicable City regulations or at the discretion of the City Manager, may collect money or items of value, except for charitable purposes, fees for membership in a non-profit organization or to cover the reasonable expenses of the meeting activities, including building fees.
  - Any group which cannot show, to the satisfaction of the City, the collections were not in violation of this section, may have use privileges suspended and/or may be required to make back payment to the City for any or all prior uses, to the extent a higher fee should have been assessed.
- The person assuming responsibility for the rental is required to be present and supervise the building throughout the duration of the rental time span.
  - An adult sponsor must reserve and supervise groups of people under the age of eighteen (18) proposing to use the facilities.
  - Members of the group under the age of eighteen (18) should NOT BE left unattended at any time.
- The City is not responsible for property that is lost or stolen at the facilities during rental.
- No alcoholic beverage is allowed

- Permission to use facilities does not constitute City endorsement or approval of group activities, policies, or beliefs. Neither the address of the City of Englewood facilities may be used as the official address or headquarters of any private group not authorized to do so.
- The City is authorized to enforce the rules and regulations necessary for convenient and full utilization of facilities and to revise fee schedules and the categorization of groups.

#### **ITEMS THAT ARE PROHIBITED**

- Serve or consume alcoholic beverages
- Gamble (except in conformance with state laws and approved in writing by the City)
- Use rooms or equipment other than specifically authorized
- Request special services of office or custodial staff
- Smoke in any part of the building
- Engage in inherently dangerous or destructive activities
- Tape, Glue, Nail, or pin anything to the walls, floors or ceilings of the building
- Post signs outside of the building
- Move any of the furniture (other than the tables and chairs)
- Remove any pictures or décor from the walls
- Burn candles or use smoke machines inside the building
- Create excessive noise or play loud music that would disturb the neighbors
- Use glitter, glue, confetti or paint

#### **ITEMS THAT GROUPS OR PERSONS ARE RESPONSIBLE FOR**

- Set up and take down of all equipment
- Leaving facilities in a neat, clean, and orderly condition
- Lost equipment
- Damages to equipment or facilities