



ROOM USAGE AGREEMENT

Organization: _____

Address: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

Community Room:

- Gay & Lesbian Community Fund Room (East)
 Sturm Family Community Conference Center (West)

Estimated attendance you are expecting: _____

Meeting Date(s): _____

Start Time: _____ End Time: _____

(Make sure your reservation includes any necessary set-up/clean-up time you will need before and after your actual event).

Event name as you would like to see on lobby sign:

As an authorized agent of _____, I agree to abide by the
(Name of the requesting organization)

policies of the Tim Gill Center for Public Media and Rocky Mountain Public Media as outlined on the Community Room Guidelines, and all applicable laws and regulations. I have read, understand and agree to the terms of this agreement.

Authorized Signature

Date

Please return the completed contract to:

TGCReservations@rmpbs.org / Fax: (719) 623-6771

or mail to: Tim Gill Center for Public Media

315 E. Costilla Street

Colorado Springs, CO 80903



Rocky Mountain PBS at the Tim Gill Center for Public Media Community Room Guidelines

The Tim Gill Center for Public Media's normal operating hours are **Monday through Friday, 9:00 a.m. - 5:00 p.m.**, however the community rooms are available **starting at 8:00 a.m.** by request. The use of the community rooms after normal business hours, evenings and weekends, are also available by request for a small room usage fee at the discretion of Rocky Mountain PBS (see AFTER-HOURS USE).

COMMUNITY ROOMS AVAILABLE:

Gay & Lesbian Community Fund Room: Our east room seats 20-40 people in a classroom layout and about 75 people in theater-style seating. Ideal for formal presentations, trainings, and screenings.

Sturm Family Community Conference Center: Our west room seats 20-40 people in classroom layout, can comfortably accommodate up to 36 people at round tables, seats about 60 people in theater-style seating, or 100 for a standing reception. Ideal setting for luncheons and receptions.

ELIGIBILITY:

- Community rooms are available free of charge to non-profit organizations during normal business operating hours.
 - Your organization must supply a copy of its IRS issued non-profit documentation and/or organization's certification of insurance upon request if needed.
- Rocky Mountain PBS reserves the right to collect fees for usage of the community rooms by for-profit organizations and individuals, and for use outside normal operating hours.
- Rocky Mountain PBS makes these community spaces available on equal terms to all persons or groups regardless of opinion or affiliation.
- Permission to groups and organization using the community rooms may be granted for multiple meetings for a period not to exceed six consecutive months.
- Prior use of community rooms does not entitle applicants to future use.
- Use of our facility is at the sole discretion of Rocky Mountain PBS.



REQUESTING A RESERVATION:

- Visit the Pikes Peak Library District reservation calendar: <http://ppld.org/meeting-rooms>.
- Select “Tim Gill Center” location.
- Click on “Reserve G&L Community Fund Room” or “Reserve Sturm Family Community Conference Center”
- Confirm the room selection is correct under “Tim Gill Center,” if not correct, select the correct community space.
- Navigate using the calendar to select the desired month and day.
- Select your reservation times, including any necessary set-up and clean-up time, and hit “Continue.”
- Complete the “Room Request Contact Information” form, and click “Verify Request.”
- Review information to make sure it is correct, then click “Submit Request.”
- You should receive a confirmation e-mail. Please keep this e-mail if you need to cancel the reservation.
- The room is not considered reserved until an online reservation is made and a completed “Room Usage Agreement” is on file.
- No reservations during normal business hours will be made for the community rooms more than 6 months in advance.
- No after-hour reservations may be made less than 72 hours prior to the date/time of the event, and availability cannot be guaranteed. For additional information on reserving a community space after hours, please see section on AFTER-HOURS USE.
- The person designated as your organization’s contact is responsible for ensuring that all attendees of your events are aware of, understand, and follow the guidelines and standards set forth in this policy.

ROOM USAGE STANDARDS:

- **Room set-up is the responsibility of the organization. Please allow ample set-up time before the start of your meeting.**
- **The room must be restored to order and left clean, including placement of all tables and chairs back to its original location at end of meeting before the end of your reservation time.**
- A staff member or volunteer from Rocky Mountain PBS must be present in the building during your event.
- Rocky Mountain PBS will provide directional signage for your reservation at the front welcome desk.
- Guests may only enter and exit using the front door entrance. All other exits are designated emergency exits only and will alarm if opened.
- Groups and organizations shall adhere to regulations regarding the maximum capacity number of persons allowed to occupy a room at any given time.



- Rocky Mountain PBS may collect reasonable reimbursement for any additional costs or damages incurred during use of space.
- Decorations used at events cannot obscure exit signs or doors. Tacking or adhering items to the walls is discouraged. Other items not allowed are glitter, confetti, and balloons.
- Smoking and open flames are not allowed in facility at any time.

GENERAL GUIDELINES:

- Rocky Mountain Public Media cannot be held responsible in the case of any accidents.
- Rocky Mountain PBS and the Tim Gill Center for Public Media are not responsible for organizational and/or personal items.
- Supplies or equipment belonging to organization(s) cannot be stored at the Tim Gill Center for Public Media overnight unless prior approval is given.
- Rocky Mountain PBS does not extend use of its copiers, fax machines, computers or any other such business equipment.
- The thermostats are programmed to ensure the greatest comfort for the entire office building. We encourage guests dress appropriately in layers for rooms that may be warmer or cooler than personally desired.
- Guests at no time should be in the upstairs office areas.
- Concealed weapons that are not legally licensed and open display of weapons are prohibited.
- Use of community rooms does not constitute endorsement by the Rocky Mountain PBS and Tim Gill Center for Public Media. No advertisement or announcement implying sponsorship, co-sponsorship, or endorsement may be used, including but not limited to print or broadcast promotions, signage, or funding activities without prior consent.
- Rocky Mountain PBS reserves the right to transfer a group or organization to another community room if necessary.
- Children must be supervised at all times.

AVAILABLE EQUIPMENT AND INTERNET ACCESS:

- Equipment available for the Gay & Lesbian Community Fund Room: Projector and screen; VGA and HDMI cables; DVD player; wireless handheld microphones; built-in room speakers; podium; small dry erase board with markers; and telephone. Also included is a kitchenette area with sink and coffee pot.
- Equipment available for the Sturm Family Community Conference Center: Projector and screen; VGA and HDMI cables; Blu-ray player; wireless handheld and lavalier microphones; built-in room speakers; podium; and small dry erase board. Also included is a kitchenette area with sink and coffee pot.
- Special equipment outside of that listed above must be provided by the organization.
- The Tim Gill Center for Public Media does not provide paper goods, plates, napkins, silverware, cups, etc. You must also supply your own coffee, coffee liners, and creamer.



- **Although we make the equipment available for use, our staff cannot provide qualified technical support or guarantee its proper functioning.**
- If you wish to use any audio/video equipment, please schedule additional time in your reservation in advance of your meeting start to do a technology run through to ensure that all equipment is working properly.
- **We do not supply laptops or computers.**
- We do not supply the necessary adapters for connecting Mac computers or tablets to our system. If your technology does not have HDMI or VGA port you must bring the required adapters.
- Wireless Internet (WiFi) is available as a courtesy. Please see the signage in the community rooms for current WiFi password, or contact the Welcome Desk attendant.

FOOD AND BEVERAGES:

- Snack foods, beverages, and potlucks are permitted in community rooms. Outside catering is allowed, however you must arrange delivery, pickup and billing directly with the caterer.
- Use of the kitchen and its contents is off-limits to visitors, and are for the sole use of the Rocky Mountain PBS staff and occupants of the Tim Gill Center of Public Media. Groups may use kitchenette located in each community room.
- If alcoholic beverages are to be served, all use of alcohol must abide by Colorado Springs, state, and federal laws.
- Persons must be at least 21 years of age to purchase, possess, and consume alcoholic beverages. A person between the ages of 18 and 20 years of age may dispense alcoholic beverages when said person is under direct supervision of a person who is 21 years or older. No person under the age of 18 may sell, serve or distribute alcoholic beverages.
- Alcoholic beverages at the Tim Gill Center for Public Media are restricted to wine and canned or bottled beer or cider. Kegs will not be permitted.
- Alcohol may only be served and consumed within the confines of a reserved indoor community room. Consumption of alcoholic beverages cannot take place in the lobby, courtyard, parking lot, or restroom areas.
- Food items must be available during all hours of alcohol service, but prepared meals need not be served.
- All organizations must obtain a special event permit from the Colorado Department of Revenue, Liquor Enforcement Division to serve alcohol if:
 - A donation or fee is required to attend the event.
 - A donation or fee is required to drink at the event (this includes “suggested donations” per drink).
 - The event is advertised to the public.
- Organizations do *not* need to obtain a special event permit if the event is by invitation only, not advertised to the public, and does not require any fee to enter or drink at the event.

If you are unsure whether your event may need a special events alcohol permit, please feel free to contact the Colorado Springs Enforcement Office at (719) 385-5112 for more information.



PARKING:

- Approval of this agreement entitles your group use of the Tim Gill Center for Public Media's parking lot, which include up to 100 free parking spots.
- A bus stop is located directly in front of the Tim Gill Center for Public Media for those that wish to use public transportation.
- A bike rack is located in the courtyard of the Tim Gill Center for Public Media. Those who wish to bike, please bring your own lock.
- Vehicles are not permitted to be parked overnight unless organization or individual has received prior approval and completed a parking lot usage agreement.

INCLEMENT WEATHER POLICY:

- Inclement weather may result in early closure, delayed opening or cancellation of activities at the Tim Gill Center for Public Media. We encourage you to monitor the changing weather conditions and tune into local news, and Tim Gill Center for Public Media social media for announcements and updates.
- Our policy will mirror that of Colorado Springs School District 11; if District 11 is closed, the Tim Gill Center for Public Media will be closed; if District 11 is delayed, the Tim Gill Center for Public Media will be open based on the delayed timing.
- It is expected that you will notify members of your group in the event of inclement weather resulting in the change of operating hours (or closure) at the Tim Gill Center for Public Media.

AFTER-HOURS USE:

- The Tim Gill Center for Public Media may be opened for extended use (outside normal operating hours) on a pre-approved basis. If your group wishes to use the Tim Gill Center for Public Media during non-business hours, please call (719) 418-5851, or email TGCReservations@rmpbs.org to discuss your meeting needs.
- Once your reservation request has been deemed available you will be sent a link via email to an electronic form to complete and process your payment.
- Payment is required at the time of booking. We accept credit cards by VISA, MasterCard, Discover, and American Express.
- The charge for after-hours use of the Tim Gill Center for Public Media is \$50 per hour, with a minimum of two hours. We charge in full hours and do not reduce fees for half hour increments.
- After-hours use of the Tim Gill Center is not intended for routine or regularly scheduled activities. Use of the meeting facilities is at the discretion of Rocky Mountain PBS.
- To cancel your after-hours reservation, please refer to the CANCELLATION AND TERMINATION POLICY.
- A fee of \$25.00 will be added for any chargebacks related to credit card payment disputes.



- Rocky Mountain PBS reserves the right to charge additional fees for reservations that run beyond their original reservation start and end times.

CANCELLATION AND TERMINATION POLICY:

- To cancel a reservation made for normal business hours, you may do so using the provided link in your confirmation email, or please contact the Pikes Peak Library District Meeting Room Coordinator at (719) 884-9827 or meetingrooms@ppld.org.
- To cancel a reservation made for after normal business hours, please contact (719) 418-5851 or TGCReservations@rmpbs.org.
 - Reservations cancelled more than 48 hours prior to their reservation will receive 100% of their fee refunded.
 - Reservations cancelled between 48 and 24 hours prior to their reservation will receive 50% of their fee refunded.
 - Reservations cancelled less than 24 hours prior to their reservation, or failure to show without advance cancellation, will not receive a refunded fee.
- Illegal activities shall not be permitted in the community rooms or on the Tim Gill Center for Public Media premises. Such activities will result in immediate eviction and denial of future use of meeting rooms by groups or individuals who violate this policy.
- Use of premises may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility or other individuals, or in the case of falsified information on the Room Usage Agreement form.
- No fees will be refunded in the event of termination for misuse of space.
- Rocky Mountain PBS reserves the right to cancel a reservation if necessary. If cancelled by Rocky Mountain PBS, every effort will be made to provide as much advance notice as possible. A refund will be issued if a fee was remitted.