COPPER MOUNTAIN
Consolidated Metropolitan District

0800 Copper Rd, Box 3002 (mailing)
0477 Copper Rd (physical)
Phone: (970) 968-2537
www.coppermetro.org

COMMUNITY ROOM USE POLICY

Basic Guidelines

The Copper Mountain Consolidated Metropolitan District (CMCMD) Community Room is available for public and private use subject to the following guidelines:

The Community Room is not a public forum and CMCMD reserves the right to reasonably restrict the use of the facilities to prevent usage which does not promote health, safety, prosperity, security, and general welfare of CMCMD or the Copper Mountain community. Such restrictions include, but are not limited to, promoting any organized political or religious activities; activities that involve or encourage the violation of federal, state, or local laws, rules, regulations, or ordinances; or activities that may directly or indirectly injure or damage any individual or property.

The Community Room is subject to CMCMD's right to use for the conduct of emergency and business operations. While CMCMD will make reasonable efforts to avoid canceling an event scheduled in the community room, CMCMD has the absolute right, at any time, to cancel the use of the community room.

Applicants and their guests must abide by all CMCMD current and hereafter adopted rules and regulations; all applicable federal, state, and local laws, rules, regulations, and ordinances; and the Community Room Use Agreement (Exhibit A). Violation of the rules and regulations may result in the cancelation of Community Room use.

Requesting Use

To request use of the Community Room, a Community Room Agreement needs to be submitted to District staff. This form can be completed online through the Districts website, a copy can be emailed by request, or a paper copy may be obtained at the District office. Requests need to be submitted for approval at least five business days in advance of meeting date.

SUBMITTING THE COMMUNITY ROOM AGREEMENT DOES NOT GUARANTEE USE OF THE CMCMD COMMUNITY ROOM. USE OF THE CMCMD COMMUNITY ROOM IS SUBJECT TO CMCMD APPROVAL OF THE COMMUNITY ROOM USE REQUEST. CMCMD RESERVES THE RIGHT TO DENY ANY REQUEST TO USE ITS FACILITIES.

Applicants will receive confirmation from CMCMD regarding their request and may need to provide more information about their request if needed. Upon notice of approval, the applicant requesting use of the Community Room will receive an Agreement approved by the District Manager outlining

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additional conditions and requirements for the room rental. The applicant will be required to sign the agreement, and payment is due at this time. It is the responsibility of the applicant to coordinate with CMCMD staff to gain access to the room or receive training on use of the A/V system if applicable.

Room Rental Rates

Community Room Rental Rate Table

	Full Day (8 hrs.)	Half Day (4 hrs.)	Additional Hourly
Copper Community Member or Business	$300	$150	$50
Governmental Organizations/ Non-Profits/Copper HOAs	$200	$100	N/A
Other	$600	$300	$100
A/V	$100	$50	$25

Additional Fee Information

Fees include the use of the full room with kitchen. An additional $100.00 fee is required to use the audio-visual system. This fee includes mandatory instruction prior to use of the system. Proof of Non-Profit or Governmental status may be requested.

"Full Day" means an 8-hour period. "Half Day" means any 4-hour period. Occupancy of the facilities beyond the specified rental period, without prior arrangements in the use agreement, shall be charged at the appropriate, "Hourly" rate.

The District Manager is authorized to negotiate a reduced rate for applicants who desire extended use of the community room.

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Fees and deposit must be paid in full by check or online payment via Bill.com with convenience fee to CMCMD at the time the use agreement is signed. Failure to provide payment will result in loss of reservation.

Rescheduling or Cancelling Reservations

To reschedule or cancel the reservation, requests must be submitted in writing two (2) days prior to the event. Changes are subject to availability. Cancellations made within two days (2) of the event date(s) are non-refundable.