

RESOLUTION
OF
THE BOARD OF COUNTY COMMISSIONERS
OURAY, COLORADO

RE: Meeting Room Policy
For the
Board Room at the County Courthouse in Ouray
And the
Conference Room at the Land Use / Road and Bridge Facility in Ridgway

Whereas, requests have been made by Ouray County citizenry, committees, and groups (“Users”) to utilize the “Board Room” at the Ouray County Courthouse, and the “Conference Room” at the Land Use / Road and Bridge Facility for meeting purposes; and

Whereas, the Board of County Commissioners (“Board”) feels that it is important to develop a use policy for the management, coordination and use of such facilities; and

Whereas, the Board has reviewed, discussed, and modified a draft policy at their September 22, 2008 Commissioner meeting and directed staff to make the suggested modifications to the policy and to prepare a resolution for consideration at the next Board meeting.

Now, Therefore, Be It Resolved by the Board of County Commissioners of Ouray County that Resolution #2008-054 is hereby adopted setting forth a Meeting Room Policy (Attachment “A”) for the Board Room located at the Ouray County Courthouse, 541 4th Street, Ouray, Colorado, and the Conference Room located at the Land Use / Road and Bridge Facility, 111 Mall Road, Ridgway, Colorado, and that such policy will commence on October 20, 2008.

Adopted this 6th day of October, 2008.

BOARD OF COUNTY COMMISSIONERS
OF OURAY COUNTY, COLORADO

Attest:

K. Keith Meinert, Chair

Don Batchelder, Vice Chair

Michelle Nauer, Clerk and Recorder
By: Linda Munson-Haley, Deputy Clerk of the Board

Heidi M. Albritton, Commissioner Member

Meeting Room Policy BOCC Board Room at Courthouse and Conference Room at Land Use

In keeping with its mission to serve the public, Ouray County offers meeting room space to its residents for educational and civic purposes, subject to the rules outlined below. The County Commissioners' Board Room in the Ouray County Courthouse and the Conference Room at the Ouray County Land Use facility are both available as meeting places for local groups. While the primary purpose of these rooms is the facilitation of County business, the BOCC has agreed to allow them to be used by Ouray County groups ("Users") under certain circumstances.

These rooms are available for business or educational meetings for local non-profit, political, and philanthropic groups, and are not intended for recreational use (i.e. physical activities such as exercising, yoga, etc.). As long as groups abide by the rules set forth in this policy, there will be no charge for use of the meeting rooms.

Failure to comply with the rules may lead to the immediate termination of the meeting, exclusion of individuals from the County premises, and/or loss of future meeting room privileges.

Room Capacity:

Meeting room capacity must be upheld for both meeting rooms as follows:

Board Room (Courthouse, Ouray): 31

Conference Room (Land Use / Road and Bridge Facility, Ridgway): 48

Fees:

Ouray County non-profit clubs and organizations may use the meeting rooms at no charge. However, a \$5.00 fee will be charged for the use of the coffee pot, and coffee products. Rooms are available for use by Ouray County organizations **only**.

Reservations:

Reservations are accepted on a first come, first served basis, and the rooms may only be reserved if there are no County-related functions which require the use of the room. The County reserves the right to reschedule confirmed meeting room reservations to accommodate County functions. County-related functions will be given priority over any other requests. Rooms may not be reserved during times that may interfere with other County business.

Rules:

1. The rooms must be left as found. All trash, food and other articles must be cleaned up. Tables and chairs are available. No other equipment is provided. Meeting rooms must be left clean, and in good repair. Users must accept responsibility for and agree to pay for any damages to the room or equipment that occurs during use of the rooms.
2. Light refreshments may be served, but Users may not prepare food on County property. No meals may be served. Users are responsible for cleanup.
3. No alcoholic beverages may be served.

4. No candles.
5. Commercial use of the rooms is not permitted.
6. No parties may be held in the meeting rooms. They are for business meetings or educational gatherings only.
7. Coffeemaker and coffee products may be used if reserved in advance for a fee of \$5.00. If the coffeemaker is used, the coffeemaker hot plates must be switched off, filter emptied, coffee pots rinsed out, and the kitchenette counter wiped clean.

Keys:

County meeting rooms require a key to be checked out by the Users' contact person the day of the meeting. The contact person must sign the key checkout sheet. The Land Use / Road and Bridge Facility Conference Room key is available at the Land Use administrative desk. The Commissioner's Board Room key can be checked out at the Clerk of the Board's Office in the Courthouse. **Keys are to be dropped in the drop boxes located outside the doors at both facilities after securely locking the facility.**

- Yes, our organization will use the coffeemaker and coffee products and will comply with item number (7) under "Rules."
- \$5.00 Coffeemaker Use Fee has been provided.
- No, our organization will not use the coffeemaker.

Facility

Requested Use Date

Please indicate, by signing below, that you have read the conditions and agree that you will comply with all of the terms.

Organization (if applicable)

Signature

Date