

Application for Meeting Room Use

Summit County North Branch Library, 651 Center Circle, Silverthorne
 Mailing Address: Meeting Room Manager, PO BOX 1248, Silverthorne, CO 80498

Applicant Name: _____

Organization: _____

Contact Phone Number: _____ Email: _____

Mailing Address: _____ City: _____ State/Zip: _____

Event Name and Description: _____

Number of Participants: _____

Date(s) and Times of Meeting: _____

Audio/Visual Equipment Available: Portable speaker, Microphone(s), 75" Display screens, HDMI Cable, VGA Cable, DVD/Blu-Ray Player, Mobile whiteboard
Please reserve items at time of booking. Some require checkout with a Summit County Library Card.

Damage Deposit: \$100 damage deposit is required for all room rentals; \$300 for events serving alcohol. Deposit checks may be returned after room rental or kept on file for the current year. All checks will be shredded (unless requested to be returned) at end of year if no additional fees are incurred.
Amount Received _____ **Check #** _____ **Dated** _____ **Returned** _____

Alcohol at events: A Request for Approval of Alcohol and \$1.2 million liability insurance must be submitted and approved by the County. **See Page 2** for further instructions. Please request and review *Alcohol-Related Policies and Procedures* document for all requirements.

North Branch Library Meeting Rooms

Elk or Moose Room	The Lodge (Elk and Moose Combined)	Mountain Goat Room
No Charge – Non-Profit or Community Org	No Charge – Non-Profit or Community Org	No Charge – Non-Profit or Community Org
<ul style="list-style-type: none"> • 36-person capacity (chairs only) • 6 Tables/36 Chairs • 75" Display Screen • Speaker/mics available 	<ul style="list-style-type: none"> • 72-person capacity (chairs only) • 12 tables/72 chairs • 2 75" Display Screens • Speaker/mics available 	<ul style="list-style-type: none"> • 6-person capacity • 1 table/6 chairs • 55" Display Screen

All events involving the service/consumption of alcohol must have the express permission of Summit County Government and be in accordance with applicable permits issued by the Town of Silverthorne. A separate *Request for Approval of Alcohol Use* must be submitted at least **45 days** prior to the event. Contact a meeting room manager to request forms.

➤➤➤➤ Please see Page 2 for Additional Information and Signature ➤➤➤➤

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Requirements for Events involving any alcohol service/consumption:

**NOTE: Consumption of alcoholic beverages in or around County facilities is prohibited except at the Community Center where alcoholic beverages may be served in limited quantities with the prior approval of the County Manager or his/her designee, in accordance with all applicable state laws and County requirements.*

- Completed Application for Meeting Room Use
- \$300 refundable Damage Deposit
- Adequate proof of general liability insurance - \$1,200,000 million
- Completed Request for Approval of Alcohol Use at North Branch Library Form
- Summit County Manager Approval
- Signed indemnification clause below

Initial: _____ I have reviewed the general facility and alcohol policies and agree to comply with them.

ALL Room Applicants – Carefully Read, Initial and Sign Full Name below:

_____ I have received, reviewed, and agree to comply with the regulations set forth in the Policies and Procedures for the Use of the Summit County North Branch Library Meeting Rooms

_____ I agree to indemnify and hold harmless Summit County Government for all claims arising out of the use of the North Branch Library, including personal injury, bodily injury, and property damage claims. I understand that private property brought onto County grounds is the sole responsibility of the owner. The County assumes no responsibility for damage to or loss of private property or for personal injury that may occur on County property.

_____ I understand and take full responsibility for leaving the room in good condition, including returning tables/chairs to the configuration provided in room layout diagram. I understand that up to a \$100 fee will be assessed for rooms not left in standard configuration.

_____ I understand if the garbage is not taken out to the dumpster, if there are carpet stains or damage to the room, a minimum of a \$100 fee will be assessed based on cleaning costs.

_____ I understand I must schedule an A/V walkthrough with meeting room managers in advance of my meeting. I understand no maintenance or IT support will be available outside of library hours.

_____ I understand that by filling out this application, I agree that I will be present at the event.

_____ I understand that no commercial activities will be permitted; space will not be reserved to any business for the purpose of making a profit.

_____ I understand I cannot store materials or office supplies in the meeting room outside of my reserved hours.

_____ All information in this application is complete and accurate.

By signing below, I acknowledge and understand that Summit County Government does not provide any insurance coverage for the public use of County meeting rooms. As such, it is my responsibility to obtain the proper insurance for this event/meeting and participants. Should I choose not to insure this event/meeting, I will inform the participants of my decision and all associated risks of such decision. I further acknowledge and understand that should I choose not to obtain insurance, I may be personally liable for any accidents and/or injuries that occur during this event/meeting.

Applicant Signature

Date