



## **TRAINING CENTER USE POLICIES AND GUIDELINES**

This document is meant to guide the use of the Training Center. Users of the Training Center are defined as:

- (1) **Sponsoring Organizations (SO):** Colorado Nonprofit Association, Community Resource Center and Metro Volunteers
- (2) **Colorado Collaborative for Nonprofits (CCN):** Colorado Nonprofit Association, Community Resource Center, Metro Volunteers, Colorado Nonprofit Development Center and Community Shares of Colorado
- (3) **Public Organizations:** organizations that are exempt under section 501(c)(3) of the Internal Revenue Code; are independent, sponsored projects of a Section 501(c)(3) nonprofit organization acting as a fiscal sponsor; government and public agencies; for-profit companies that are invited by or affiliated with a CCN organization.

### **GENERAL PROVISIONS**

Colorado Nonprofit Association, Community Resource Center and Metro Volunteers pay rent for the Training Center and as such are the Sponsoring Organizations for the space. CCN organizations raised capital funds for the entire CCN, including the Training Center. In July 2014, the CCN Organizations agreed to spend the remaining capital funds to purchase and install audiovisual (AV) equipment in the Training Center. Sponsoring Organizations are responsible for any cost of the AV equipment that exceeds the remaining capital funds. Sponsoring Organizations will be responsible for the maintenance, repair and replacement of the AV equipment after installation. Sponsoring Organizations will collect fees for rental of the Training Center as provided in these Policies and Guidelines, and may use those funds for operation of their costs associated with the Training Center.

### **I. RESERVATIONS**

- The Training Center's purpose is primarily for the Sponsoring Organizations events. When space is available, the Training Center will be made available to the remaining CCN and Public Organizations
- The Training Center is available to users without regard to socioeconomic status, race, creed, color, ethnicity, religion, physical or mental ability, national origin, sex, sexual orientation, gender expression, age, veteran status, military obligations and marital status and may not be used by any individual or organization that discriminates in membership or in practice against any of the above mentioned.
- All requests for space must be made through Booking Bug, [www.bookingbug.com](http://www.bookingbug.com). Requests will be processed by one of the Sponsoring Organizations through a process they determine.
- Public Organizations must file a Training Center User Agreement with Sponsoring Organizations prior to scheduled event date. The Sponsoring Organization may revise the User Agreement from time to time.
- The Training Center is available on a first-come, first serve basis with the following

stipulations:

- Reservations by the Sponsoring Organizations may be made up to 12 months in advance of an event date.
- Other CCN organizations may reserve space up to 6 months in advance of an event date.
- Public Organizations may reserve space up to 90 days prior to the event and a minimum up 5 business days prior to the event. If a Public Organization seeks to reserve the entire space, reservations may be made up to 6 months in advance. All Public Organization reservations will be confirmed within 5 business days.

All reservations by Public Organizations are subject to the approval of the Sponsoring Organization.

Colorado Nonprofit Development Center (CNDC) and Community Shares may reserve and use space free of charge for meetings related to their own organization, such as staff, board, committee and member meetings.

As of November 1, 2014, the following uses will be subject to the rental fee set forth in Paragraph V below:

- CNDC's projects
- Events hosted by CNDC and Community Shares that are open to the public
- Public Organizations that the Sponsoring Organizations allowed to use the space for free in 2012 or 2013

## **II. RESTRICTIONS**

- The Training Center shall not be used for an unlawful purpose. A function cannot interfere with normal operations or with normal public access to the building or grounds.
- User may be asked to vacate a room if the meeting extends past the reserved time.
- User must require all participants to observe these guidelines and all applicable fire, occupancy and building codes.
- User is to be responsible for damage caused by either participants and/or observers of the event or occurring as a direct result of the event.
- Sponsoring Organizations may deny future use of the Training Center to any organization that fails to follow any of the use policies and guidelines contained in this document.

## **III. HOURS**

- The Training Center is available for Public Organization use 8:00 AM - 5:00 PM, Monday through Friday.
- Sponsoring Organizations will consider events requested for after hours, on holidays or on weekends on a case-by-case basis and may be denied due to security, staffing or other considerations. A representative from a Sponsoring Organization organization must be present at the event.

#### IV. GENERAL RULES OF USE

- Animals
  - Animals used to assist individuals are allowed. All other animals are prohibited.
- Banners
  - Banners may be displayed in locations approved by Sponsoring Organization staff. User must supply the display system. Sponsoring Organization does not allow banners to hang from painted walls. Any banners must be placed on easels or other self-supporting structures.
- Cancellations
  - Users must notify Sponsoring Organization of cancellations through Booking Bug.
  - Refunds: Events cancelled at least 10 days before the event will receive a full refund. Events cancelled 10 days to 48 hours before the start time of the event will receive a 50% refund. Events cancelled less than 48 hours of the start time of the event will not be eligible for a refund.
- Clean-Up
  - After the event, the User is responsible for making sure that the facility is cleaned and returned to the setup as designated on the User Checklist. User must complete all items on the User Checklist, including but not limited to: clean table tops and chair surfaces, garbage placed the trash cans provided, the sink must be free of food, liquids or dishes, and remove any wall hangings and outside materials brought in.
  - Spills or other accidents are to be reported to Sponsoring Organizations immediately.
- Decorations and Postings
  - Decorating may be done if User furnishes decorations. User must receive Sponsoring Organization approval for decorations and for scheduled set-up.
  - The following are not allowed for any reason: flames, helium balloons and confetti, glitter or like items.
  - Nails, pins or tape cannot be used unless provided by Sponsoring Organization. User is responsible for removing all decorative materials. Users may not remove furniture from the Training Center.
  - If using Post-It Note or flip chart paper, all writing must take place on an easel before affixing to wall; writing directly on the wall is prohibited.
- Decorum
  - Loud, rude or riotous noise and/or disorderly conduct will not be tolerated.
  - Climbing or walking upon any piece of furniture or equipment not intended for such purpose is prohibited.
- Enforcement
  - If damage to buildings, grounds or equipment occurs during use, Sponsoring Organization will charge responsible User for the cost of repair.
- Firearms
  - No one may carry, either openly or concealed, firearms or other dangerous weapons, unless authorized by law.
- Floral/Plants
  - All floral arrangements and plant matter brought into the building must be clean and pest free.
- Food and Beverage
  - Alcoholic beverages will not be allowed on the premises without proper permits and

- insurance.
- Use of food-warming devices that require open flame is allowed only if fire extinguishers are provided.
- If beverages are spilled, particularly red wine, User must notify Sponsoring Organization immediately so spot cleaning may be done.
- Music
  - Music will not be permitted outside of the Training Center. If music is part of an event inside the Training Center, it cannot interfere with other meetings or with the on-going business of other building tenants.
- Parking
  - Attendees can park on city streets or in designated visitor parking areas. CCN and Sponsoring Organizations are not responsible for any tickets attendees may receive by parking in lots owned by 789 Sherman Street and disclaims any liability for parking in the building lots.
- Posters/Signs
  - Sponsoring Organizations will dispose of any unauthorized or improperly posted material found in the building or on the grounds.
- Set-Up
  - User is responsible for event room setup.
- Smoking
  - Smoking is not permitted inside the building. User must comply with City, County, and State smoking laws.

**V. FEES FOR USE FOR PUBLIC ORGANIZATIONS**

<b>Training Center Room Used</b>	<b>Nonprofit Rate</b>	<b>Business/Government Rate</b>
<b>Entire Training Center</b>		
1 hour	\$120	\$150
3 hours	\$350	\$450
6 hours	\$700	\$900
8 hours	\$900	\$1,200
<b>Aspen A&amp;B (Combined)</b>		
1 hour	\$50	\$70
3 hours	\$150	\$200
6 hours	\$300	\$400
8 hours	\$375	\$500
<b>Aspen A or Aspen B</b>		
1 hour	\$25	\$35
3 hours	\$75	\$100
6 hours	\$150	\$200
8 hours	\$200	\$280
<b>Lark or Columbine</b>		
1 hour	\$20	\$30
3 hours	\$60	\$90
6 hours	\$120	\$180
8 hours	\$180	\$240

- User must pay 50% of total fees at time of booking reservation with a valid credit card. User will be invoiced remaining 50% of booking fees plus any costs for damage to property after the event.

- Damage to property – Users agrees to be responsible for the cost of reasonable repairs for any damage to the Training Center or equipment caused by User. Sponsoring Organizations will provide User with an itemized statement of the repairs.

**VI. GENERAL LIABILITY INSURANCE**

- Sponsoring Organizations reserves the right to require User to provide a Certificate of Liability Insurance naming the Colorado Nonprofit Association as an additional insured from the User's insurance agent or agents at least ten (10) days before the scheduled event indicating general liability insurance in the amount not less than \$1,000,000 per occurrence or \$2,000,000 aggregate. If the User hires a vendor to provide services in the facility, Sponsoring Organizations may require the same proof of insurance from that vendor.

**VII. INDEMNIFICATION**

- The User agrees to defend, indemnify and hold all CCN organizations harmless from and against any and all loss, damage, liability, claim or cost resulting from, arising from or relating to, in whole or in part, the activities of the User or its attendees at the Training Center, including any injury to or death of any person, or damage to the Training Center or any property thereon.
- The User waives releases, discharges and relinquishes the CCN organizations from all liability, losses, damages, demands, causes of action or rights of the organization or its attendees arising out of or in any way relating to the user's or its attendees' entry.
- The User shall keep the Training Center and all equipment and property located therein in good and safe condition, and shall repair or replace any improvements to or property and equipment in the Training Center that are damaged, destroyed or lost as a result of the use of the Training Center by the User or its attendees.