



Pinewood Springs Community Center Guidelines

This document describes the guidelines governing the public usage of the Pinewood Springs Community Center (conference room, kitchen and public bathrooms) located at 61 Kiowa Road. The Community Center does not include the Water Office or the Command Center/Firehouse/Garage sections of the building.

Policies:

1. The Community Center is available for use by residents and boards representing non-profit or civic groups located within the Pinewood Springs Fire Protection District. This facility was largely paid for by the district residents. We respect that investment by respecting the facility.
2. Each group requiring the use of the Community Center will designate a point-person (organizing adult) to make the reservation. He/she is ultimately responsible for the facility care and cleanup.
3. Scheduled events should not typically exceed four (4) hours in any 24-hour period, unless special consideration is granted by Chief Officers.
4. According to Larimer County fire code, an assembly should not exceed the **maximum capacity of 48 people**.
5. The use of all alcohol, cannabis, tobacco or illegal drugs in any form is prohibited.
6. Sales, the charge of admission fees, and fund-raising activities (except for community affairs) are prohibited.
7. Set-up and clean-up must be accomplished within the time period for which the room is reserved (vs. the evening before or after) and is the responsibility of the person/organization that made the reservation.
 - a. Except for rearrangement of furniture, no physical changes are allowed.
 - b. A list of non-community or additional equipment to be used shall be submitted for consideration at the time the reservation is made.
 - c. Exhibits and items on display must not be disturbed.
 - d. The Community Center must be cleaned and vacuumed after use. Please leave the facility as clean or cleaner than you found it.
 - e. All trash must be removed from the premises. Take your trash with you.
 - f. Nothing may be attached to the walls and/or ceiling without prior approval, including tape, push pins, etc.
8. No individuals shall be permitted in the non-public areas (Command Center/Firehouse/Garage and Water Office sections of the building).
9. Youth groups (less than 18 years of age) must be supervised at all times by responsible adults provided by the sponsors of the activity.
10. The use of the Community Room does not constitute a community endorsement of viewpoints expressed by the participants of the meeting or program. No advertisement or announcement implying such endorsement shall be permitted.

Procedures:

1. Reservations must be made by a Pinewood Springs resident representing a non-profit or civic group located in or affiliated with the community of Pinewood Springs.
2. To contact the Reservation Coordinator for the Community Center please visit www.pinewoodspringsfire.org/communitycenter. The request must include the date, time,



meeting duration, organization, number of attendees, and reason for the meeting.

3. By submitting a reservation request, the person agrees to all Policies, Procedures and Responsibilities as outlined in this document.
4. Reservations will be considered on a first-come, first-serve basis. The person submitting the request will be contacted within 24 hours by the Reservation Coordinator.
5. After reviewing the reservation request, the Reservation Coordinator may request more information and/or a waiver form.
6. A reservation cannot be made more than three hundred sixty five (365) days in advance.
7. It's best to book the room at least 48 hours in advance of the meeting.
8. In order to make the room available to more residents, the room may be reserved for no more than two events per month by the same group, unless special consideration is granted.
9. In case an event is canceled, the requestor needs to inform the Reservation Coordinator as soon as possible.
10. The person making the reservation is expected to be present during the entire booked event and will be personally liable for any and all damages, should they occur. Charges will be levied for any damage based upon actual repair or replacement costs. This also includes costs by a professional cleaner to clean the facility if the room is found in less than satisfactory condition.
11. The use of the Community Room by community boards and/or commissions and community personnel including the Fire department shall take precedence over other users, even if an activity has been scheduled. The person signing the request shall be notified as soon as possible to make other arrangements.
12. Failure to comply with these Policies and Procedures may result in the suspension of privileges for this person and/or group. New applications may be rejected, and previously granted permission withdrawn.

Responsibilities:

1. It is the responsibility of an approved applicant to read, abide by, and convey to all participants the policies and procedures of this document.
2. Misuse of the facilities and/or breach of the contract could result in immediate cancellation of the event. Fees, fines, and/or permanent restriction from use of the rooms may be imposed.
3. The security of participants vehicles and all personal effects therein are the sole responsibility of the owners of the vehicle.
4. Users shall indemnify and hold harmless the Pinewood Springs Fire Protection District (PSFPD), its Board of Directors and Employees from any and all liability that may arise from the use of the facility for the named event, including and all actions, claims for personal injury or death and property damage including costs and expenses of defense of such actions.

Parking:

1. Do not block emergency vehicle egress or ingress: Do not park in front of the bay doors or on the street opposite them. Do not park in the handicap parking space unless you have a handicap vehicle parking permit.

Policy Adopted: 04/25/2018