

RESOLUTION 30, SERIES 2015
A RESOLUTION PROVIDING FOR THE ESTABLISHMENT OF RENTAL CHARGES
DEPOSITS AND OTHER FEES ASSOCIATED WITH THE RENTAL AND USE OF
TOWN BUILDINGS, TOWN SQUARE AND ELYSIAN PARK

WHEREAS, it is beneficial to the Town for the community to take part in the public facilities of the Town; and

WHEREAS, The Town Facilities such as the Town Hall, Fire Hall, Community Barn, Town Square and Elysian Park are valuable community assets and must be preserved for future use; and

WHEREAS, persons using these facilities for private and public events must reasonably compensate the Town for expenses, use of heating fuel, preparation, damages and clean up; and

WHEREAS, by Resolution #3, 2008, Resolution #1 2010, Resolution #4, 2011, Resolution #7, 2015, and Resolution 29, 2015 the Town established rental charges and other fees for use of Town facilities; and

WHEREAS, The Board now wishes to update those rental charges and fees to reflect the true costs of providing those facilities; therefore:

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF JAMESTOWN, COLORADO:

Section 1. Purpose: The purpose of this resolution is to establish fair and reasonable rental fees, deposit fees and other appropriate fees for the use of Town facilities. All fees and exceptions to fees set forth in this resolution shall be set by the Town Board. Approvals for certain types of functions as set forth in this resolution shall be made by the Board or designees (Mayor, Town Clerk). The Town Board shall have the power to grant variances or waivers to this resolution by majority vote.

Section 2. Definitions:

Town Government Function: Shall mean any Town Board Meeting, Board Special Meeting or Workshop, Town Government Training meeting, Quasi-Judicial meeting or Public Hearing, official committee or subcommittee meeting, task force meeting, Trustee, Staff, Town Clerk/Treasurer or Mayors meeting or Board approved ad hoc committee meeting. Town Government functions include those sponsored by the Jamestown Volunteer Fire Department, Jamestown Emergency Medical Services., Municipal Water Enterprise Operations and Public Works. The Fourth of July Celebration, Spring Clean Up and Boulder County Days shall be qualified Town Government Functions. No admission charge may be required for attendance at these functions.

Related Governments and Stakeholder Function: Shall mean meetings and workshops sponsored by Federal Government, State of Colorado, County of Boulder (including Elections) or the Commissioners, Boulder Valley School District, Jamestown School and School PTO, Jamestown Community Church, US Forest Service, Environmental Protection Agency, State Forest Service, Political Parties recognized by the State of Colorado, Colorado Municipal League, Denver Regional Council of Governments, James Creek Watershed Initiative, Colorado Rural Water Association, Colorado Department of Local Affairs, History Colorado and Lefthand Watershed Oversight Group. No admission charge may be required for these functions.

Jamestown Area Musicians (JAM) Function: Shall mean any JAM sponsored function whether for practice, planning, rehearsal or performance of any JAM endeavor.

Charitable Function: Shall mean any activity used to raise money for a needy individual, family or group, or

government organization or a registered, qualified charity. If an admission fee is charged, no part of it may be retained as profit by the sponsors of the event unless the sponsor is a registered, qualified charity.

Public Function: A function of any type where the general public is invited whether or not an admission fee is charged. Any admission fee must be used directly and only to provide food, drink or entertainment or other direct benefit for the attendees.

Education/Enrichment Function: Any function open to the general public for the purpose of instruction, education or enrichment that will enroll at least five students may or may not charge a class fee, and will continue on an ongoing basis for a set period not to exceed eight weeks.

Private Party: Any function where the general public is not invited including, but not limited to, a wedding, family reunion or anniversary party. No admission charge may be required for these functions.

Commercial Endeavor: Any function for which an admission is charged or services or items are sold and any part of which is retained for the benefit of the individuals hosting the event. Exception for Education and Enrichment classes, see below.

Private Endeavor: Use of a Town facility for a purpose that is acceptable to the Town that does not meet the definition and stated requirements of a Town Government Function, Related or Stakeholder Government Function, Jamestown Area Musician Function, Charitable Function, Public Function, or Private Party. Acceptable uses:

- Artist Studio
- General Storage for Construction Projects

If a function does not meet the full definition and stated requirements of a Town Government Function, Related or Stakeholder Government Function, Jamestown Area Musician Function, Charitable Function, Education/Enrichment Function, Public Function, Private Endeavor or Private Party; it shall be deemed to be a Commercial Enterprise.

Only those functions meeting the definition of a Town Government Function are covered under the Town's insurance policy.


3. Fees: This resolution relates to the following schedule of fees, charges and deposits and may be negotiable in some circumstances. The fees for each type of approved function are set forth in the attached Appendix A and Rental Agreement. Guidelines for use of Town facilities shall as set forth in Appendix B of this resolution. Persons using the Town Hall for an event must also indemnify the Town by executing Appendix C. Appendices must be executed whether or not fees are applicable except that Town Government events shall not be subject to appendices.

4. Priority of Use: Priority for use of Town facilities shall be in the order listed above with Town Government having the highest priority and commercial endeavors the least priority.

5. Repeal: This resolution repeals the provisions of Resolution #4, Series 2011 in its entirety.


6. Effective Date: This resolution shall become effective immediately, upon approval by the Board and signature by the Mayor.

INTRODUCED, READ, ADOPTED, APPROVED, AND SIGNED THIS 2ND DAY OF NOVEMBER, 2015.



Tara Schoedinger, Mayor

ATTEST:



Mary Ellen Burch, Town Clerk

Appendix A and Rental Agreement

Town of Jamestown
Po Box 298, 118 Main Street, Jamestown 80455
303 449-1806

Schedule of Fees: Town Hall, Fire Hall*

	Town Government Function	Related Government, Stakeholders	Jamestown Area Musicians	Charitable Functions Note 1	Public Functions	Private Parties Note 3	Commercial Endeavors Note 5	Education/Enrichment function Note 1
Rental Fee	No fee	No Fee	No fee	\$150/day	\$150/day	\$150/day	\$150/day	\$150/day
Damage Deposit/Cleaning Deposit	None	\$150/day	Note 2	\$150/day	\$ 300	\$ 300	\$ 300	\$300
Tables, Chairs	Included	Included	Included	Included	Included	Included	Included	Included
Propane Charge**	No Charge	\$5/hour	\$5/hour	\$5/hour	\$5/hour	\$5/hour	\$5/hour	\$5/hour

* No alcoholic beverages may be consumed on the premises of the Fire Hall unless approved in writing by the Town Board.

**Applies from October 1 to April 30

Schedule of Fees: Community Barn

	Town Government Function	Related Government, Stakeholders	Jamestown Area Musicians	Charitable Functions Note 1	Public Functions	Private Parties Note 3	Commercial Endeavors Note 5	Private Endeavor Note 6	Education/Enrichment function Note 1, Note 5
Rental Fee	No fee	No Fee	No fee	\$50/day	\$50/day	\$50/day	\$50/day	\$50/day	\$50/day
Damage Deposit/Cleaning Deposit	None	\$50/day	Note 2	\$50/day	\$50/day	\$50/day	\$50/day	\$50	\$100
Tables, Chairs*	Included	Included	Included	Included	Included	Included	Included	Not Included	Included
Propane Charge**	No Charge	\$5/hour	\$5/hour	\$5/hour	\$5/hour	\$5/hour	\$5/hour	\$5/hour	\$5/hour

* Community Barn Renters must pick up and return tables and chairs from Town Hall.

**Applies from October 1 to April 30

Schedule of Fees: Elysian Park or Town Square

	Town Government Function	Related Government Stakeholders	Jamestown Area Musicians	Charitable Functions Note 1	Public Functions	Private Parties Note 3	Commercial Endeavors	Education/Enrichment function Note 1, Note 5
Rental Fee	No Fee	No Fee	No Fee	\$50	\$50	\$50	Note 4	\$50
Damage/Cleaning Deposit	None	None	Note 2	\$100	\$100	\$100	Note 4	\$100
Tables, Chairs, Canopies*	None	\$50	None	\$50	\$50	\$50	\$50	Included
								\$5/hour

* Elysian Park or Town Square Renters must pick up and return tables and chairs from Town Hall

Number of participants:	Rental fee:	Damage/Cleaning Deposit
1-50	\$ 50.	\$100.
51-100	\$100.	\$200.
101-200	\$200.	\$400.
201-or more	\$500.	\$500.

Note 5. Fees for Education and Enrichment functions. Charges for such events will be based upon each session. The rental fee per session shall be \$50. The damage deposit shall be \$100 per session and will be returned, less any town costs for clean up after any session. A session is defined a series of classes meeting at regularly scheduled intervals over an eight week period. Longer periods require additional rental agreements(s).

Note 6. The Community Barn may be rented on a weekly basis for Personal Endeavors. The weekly charge shall be \$150 per week and shall include electricity. An additional propane charge of \$20 per week shall be applied for rentals between October 1 and April 30. Damage deposit shall be \$150. Longer periods require additional rental agreements(s).

General Note: Damage and cleaning deposits. Deposit will be returned after the premises have been inspected by Town staff. The Town reserved the right to hire a contractor to make repairs or clean the premises if inspection is unsatisfactory, in which case the deposit shall be withheld until any issues have been corrected. In this case, only the remaining balance, if any shall be returned.

Appendix A (Continued)
Application and Rental Agreement

Page 2 of 3

Application:

Proposed Use: _____ Use Category: _____

Town Facility: _____ Date of Event: _____ From _____ To _____

Sponsor(Renter): _____ Contact Name: _____

Contact Address _____ Contact Telephone: _____

Rental Fees (non refundable) _____

Special Event Liability Policy _____ If declined, see below and Initial here __.

Refundable Deposits Total _____

Amount due at signing _____ Facility is not RESERVED until payment is received.

Acknowledgement: I agree to abide by the terms of the attached "Jamestown Facilities Rental Requirements" (appendix B to this agreement) and agree to restore the Town facility to original configuration, repair and condition within 24 hours of the end of my event. Deposits will be returned after the premises have been inspected by Town staff. The Town reserved the right to hire a contractor to make repairs or clean the premises if inspection is unsatisfactory, in which case the deposit shall be withheld until any issues have been corrected. In this case, only the remaining balance, if any shall be returned. I understand that the Town may deduct the actual cost of any repairs, cleaning or restoration from my deposit. If the cost of restoration is greater than the deposit amount, I agree to pay the difference within 10 days of presentation of an invoice for same.

Rental of the Town Hall does not include use of audio, visual, or lighting owned by the Jamestown Area Artists and Musicians organization. No alcoholic beverages may be consumed in or around the Fire Hall without the written consent of the Town Board.

I further acknowledge that I am responsible for damage to the facility, lost or stolen Town or personal property and harm to any person or property as a result of my event in accordance with Section E of Appendix B, "Jamestown Facilities Rental Requirements". I agree to indemnify the Town, by executing Appendix C of this agreement.

This contract also constitutes an agreement to abide by all pertinent laws and ordinances governing the Town of Jamestown.

Signature Date

Approved: Mayor, Trustee or Town Clerk _____ Title _____ Date _____