



Room Usage Agreement

*Organization: _____

*Organization Mailing Address: _____

*Contact Name: _____ *Contact Phone: _____

*Contact Email: _____

*Meeting Room Reserved: _____

*Maximum number of attendees you are expecting: _____

*Meeting Date(s): _____

*Reservation Start Time: _____ End Time: _____

(Ensure this matches your reservation times on the PPLD calendar. You should include your set up and clean up time).

*Org/Meeting name as you would like to see on lobby sign:

(Please be concise – this should be the title to which guests were invited).

*Will you be using a caterer during your reservation? Yes No

If yes, please list which caterer was used from our approved list: _____

As an authorized agent of _____, I agree to abide by the
(Name of the requesting organization)

policies of the Tim Gill Center for Public Media and Rocky Mountain PBS as outlined on the Community Room Guidelines, and all applicable laws and regulations. I have read, understand and agree to the terms of this agreement. I agree not to hold the Tim Gill Center for Public Media or Rocky Mountain PBS responsible in the case of any accident.

*Authorized Signature

*Date

Please return the completed contract to:

Tim Gill Center for Public Media
315 E. Costilla Street
Colorado Springs, CO 80903

Email: TGCReservations@rmpbs.org
ATT: Elyse Jones

Rocky Mountain PBS & the Tim Gill Center for Public Media MEETING ROOM USAGE POLICY

The Tim Gill Center for Public Media is open **Monday-Friday, 8:00 a.m.-5:00 p.m.** Use of space after these hours are available at the discretion of Rocky Mountain PBS.

The Gay & Lesbian Community Fund Room (East): Room seats 20-40 people in classroom layout and about 70 people in theater-style seating. Ideal for formal presentations, trainings, and screenings.

The Reception Hall (West): Room seats 20-40 people in classroom layout, can comfortably accommodate up to 48 people at round tables, seats about 70 people in theater-style seating, or 100 for a standing reception. Provides a warm, bistro-like setting for luncheons and receptions.

ELIGIBILITY:

- Rooms are available free of charge to non-profit organizations.
 - Your organization must supply a copy of its IRS issued non-profit documentation and/or organization's certification of insurance upon request if needed.
- Rocky Mountain PBS reserves the right to collect fees for usage of the meeting rooms by for-profit organizations and individuals, and for use outside normal operating hours.
- Rocky Mountain PBS makes these spaces available on equal terms to all persons or groups regardless of opinion or affiliation.
- Permission to groups and organization using the meeting rooms may be granted for multiple meetings for a period not to exceed six consecutive months. Renewal applications may be submitted at any time during current usage.
- Prior use of meeting rooms does not entitle applicants to future use.
- Use of our facility is at the sole discretion of Rocky Mountain PBS.

REQUESTING A RESERVATION:

- Visit <http://ppld.org/meeting-rooms> and click “Reserve Meeting Rooms”.
- Scroll to the bottom of the left hand column to select the Tim Gill Center.
- Choose the G&L Community Fund Room (East) or the Reception Hall (West) then navigate using the calendar to select the date and times.
- Please follow up by visiting www.timgillcenter.org to print and complete Room Usage Agreement under the “Community Rooms” section.
- The person designated as your organization’s contact is responsible for ensuring that all attendees of your events are aware of, understand, and follow the guidelines and standards set forth in this policy.
- The room is not considered reserved until an online reservation is made and a completed Room Usage Agreement returned.
- Room requests for reservations during normal business hours cannot be made over the phone.
- No reservations during normal business hours will be made for the community rooms more than 6 months in advance.
- No after-hour reservations may be made less than 48 hours prior to the date/time of the event.

ROOM USAGE STANDARDS:

- **Room set-up is the responsibility of the organization. Please allow ample set-up time before the start of your meeting.**
- **The room must be restored to order and left clean, including placement of all furniture back to its original location at end of meeting before the end of your reservation time.**
- A staff member or volunteer from Rocky Mountain PBS must be present in the building during your event.
- Rocky Mountain PBS will provide directional signage for meetings at the front Welcome desk.
- Groups and organizations shall adhere to regulations regarding the maximum capacity number of persons allowed to occupy a room at any given time.
- Rocky Mountain PBS may collect reasonable reimbursement for any additional costs or damages incurred during use of space.
- Decorations used at events cannot obscure exit signs or doors. Tacking or adhering items to the walls is strictly prohibited. Please do not use glitter or confetti.
- Smoking and open flames are not allowed in facility at any time.

GENERAL GUIDELINES:

- Rocky Mountain PBS and the Tim Gill Center is not responsible for organizational and/or personal items.
- Supplies or equipment belonging to organization(s) cannot be stored at the Tim Gill Center overnight unless prior approval is given.
- Rocky Mountain PBS does not extend use of its copiers, fax machines, laptops, telephones or any other such business equipment.
- The thermostats are programmed to ensure the greatest comfort for the entire office building. Please do not attempt to override the thermostat.
- Concealed weapons that are not legally licensed and open display of weapons are prohibited.
- Use of meeting rooms does not constitute endorsement by the Rocky Mountain PBS and Tim Gill Center for Public Media.
- No advertisement or announcement implying sponsorship, co-sponsorship, or endorsement by may be used, including but not limited to print or broadcast promotions, signage, or funding activities without prior consent.
- Rocky Mountain PBS reserves the right to transfer a group or organization to another meeting space if necessary.

AVAILABLE EQUIPMENT AND INTERNET ACCESS:

- Equipment available for the G&L Community Fund Room (East): Projector and screen; DVD player; wireless microphones; built-in room speakers; podium; dry erase board; and telephone conferencing system. Also included is a kitchenette area with sink and coffee pot.
- Equipment available for the Reception Hall (West): Projector and screen; Blu-ray player; wireless microphones; built-in room speakers; podium; and dry erase board. Also included is a kitchenette area with sink and coffee pot.
- Special equipment outside of that listed above must be provided by the organization.
- **Although we make the equipment available for use, our staff cannot provide qualified technical support or guarantee its proper functioning.**
- If you wish to use any of this equipment, please plan to arrive at least 30 minutes prior to your event to do an A/V run through to ensure that all equipment is working properly.
- Mac users: we do not supply the necessary adapters for connecting Mac computers to our system. You must bring the necessary adapters if you plan on using an Apple product.
- Wireless Internet (WiFi) is available as a courtesy. Please contact the Welcome Desk attendant for the current WiFi password. Please limit WiFi access to business related purposes only.
- If your group wishes to use the conference call option within the Tim Gill Center, please notify RMPBS Tim Gill Center staff prior to your meeting start time. Advanced notice will help us facilitate the necessary equipment and programs to ensure a successful conference call and meeting.

FOOD AND BEVERAGES

- Events with more than 10 people that plan to serve a meal must use a caterer from our approved list.
- Dry snack foods and non-alcoholic beverages are permitted.
- Use of the kitchen and its contents is limited to Rocky Mountain PBS staff and occupants of the Tim Gill Center of Public Media.
- You must arrange delivery, pickup and billing directly with the caterer.
- If alcoholic beverages are to be served, please see Tim Gill Center staff for additional policies.

PARKING

- Approval of this agreement entitles your group use of the Tim Gill Center for Public Media's parking lot (with restrictions).
- Up to 100 free parking spots are available in the adjacent lot on the corner of Costilla and Wasatch.
- A bus stop is located directly in front of the Tim Gill Center for those that wish to use public transportation.

INCLEMENT WEATHER POLICY

- Inclement weather may result in early closure, delayed opening or cancellation of activities at the Tim Gill Center. We encourage you to monitor the changing weather conditions.
- Our policy will mirror Colorado Springs School District 11; if District 11 is closed, the Tim Gill Center will be closed; if District 11 is delayed, the Tim Gill Center will be open based on the delayed timing.
- It is expected that you will notify members of your group in the event of inclement weather resulting in the change of operating hours (or closure) at the Tim Gill Center.

EXTENDED USE POLICY AND FEES

- The Tim Gill Center may be opened for extended use (outside normal operating hours) on a pre-approved basis.
- If your group wishes to use the Tim Gill Center during non-business hours, please call (719) 418-5851, or email TGCReservations@rmpbs.org to discuss your meeting needs.
- The charge for extended use of the Tim Gill Center is \$50 per hour. Groups using the Tim Gill Center for 5 or more hours at any one time will be charged a flat rate of \$250. These fees cover added staff time and operating expenses.
- **Advance payment option:** Payment may be made in advance or day of your reservation by check, made out to Rocky Mountain PBS. Checks may be mailed to Tim Gill Center for Public Media at 315 E. Costilla St. Colorado Springs, CO 80903 along with your signed Room Usage Agreement.
- **Post-reservation payment:** Payment may also be made after your reservation upon receipt of an official invoice and be paid by check or credit card. Checks may be mailed to Rocky Mountain PBS, 1089 Bannock Street, Denver, CO 80204.
- The extended use of the Tim Gill Center is not intended for routine or regularly scheduled activities. Extended use of the meeting facilities is at the discretion of Rocky Mountain PBS.

CANCELLATION AND TERMINATION POLICY

- To cancel a reservation made for normal business hours, please contact the Pikes Peak Library District Meeting Room Coordinator at (719) 884-9827 or meetingrooms@ppld.org.
- Cancellation of after-hours reservation must be made at least 72 hours in advance. Extending us this courtesy allows us to make the room available to other community organizations and notify the necessary staff.
- Illegal activities shall not be permitted in the meeting rooms or on the Tim Gill Center premises. Such activities will result in immediate eviction and denial of future use of meeting rooms by groups or individuals who violate this policy.
- Use of premises may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility or other individuals, or in the case of falsified information on the meeting room reservation form.
- No fees will be refunded in the event of termination for misuse of space.
- Rocky Mountain PBS reserves the right to cancel a reservation if necessary. If cancelled by Rocky Mountain PBS, every effort will be made to provide as much advance notice as possible. A refund will be issued if a fee was remitted.