

Colorado Centre Metropolitan District

Board Policy Regarding Use of the Community Room Located within the Joan Lucia-Treese, Administrative Building at 9686 Flagstone Street, Colorado Springs, CO 80925

The following Board Policy was adopted by the Board of Directors on April 15, 2026.

The Community Room located within CCMD's Administrative Building may be used by the real property owners and residents within CCMD's boundaries, subject to the following conditions.

1. Residents may use the Community Room at no cost during the hours of 9:00 am through 4:00 pm, Mondays through Friday except for holidays observed by CCMD, for the purposes of accessing free Wi-Fi, talking and socializing with neighbors, and just to enjoy the scenery of the location. Access will be using security cards issued by CCMD to all taxpaying addresses within CCMD. Each person who has access to it must have his/her own access card. No access shall be granted to any resident without a security card. There shall be no exceptions.
2. Residents may also use the Community Room for family events, education, receptions and other District Manager approved functions for a fee. A Facility Use Agreement must be made for such activities.
3. Government and not-for-profit entities may request the use of the Community Room with prior approval of the District Manager. A Facility Use Agreement must be made for such activities.
4. Use of the Community Room is limited to the following activities:
 - **Non-political activities or gatherings**
 - **Social events**
 - **Weddings and receptions**
 - **Memorial services**
 - **Educational activities**
5. The following items and activities are prohibited:
 - **Firearms (both open and concealed carry).**
 - **Explosives, fireworks, sparklers and/or any incendiary objects.**
 - **Smoking and vaping inside and/or within 25 feet of any entrance to the Community Room and Administration Building.**
 - **Food preparation, i.e. cooking and/or baking.**
 - **Religious activities other than weddings and memorial services.**
 - **Political activities, except that acting as a voting location may be permitted.**
 - **Posting of any advertising, images, and/or decorations on any windows, and/or doors.**
 - **Pets and/or improperly registered service animals.**
 - **Use of Alcohol.**
6. The Community Room may not be used by groups known to engage in subversive activities, or which advocate or engage in violence, discrimination or the overthrow of the federal, state, county, city, and/or district governments.
7. When applicable (i.e. rent/lease of the Community Room), the District Manager shall obtain each user's execution of the attached lease/license agreement prior to allowing the facilities use.

8. Fees and charges for activities requiring them shall be paid by users as follows:
 - Refundable Security Deposit of \$250
 - Rental/Use fee of \$50 per hour
 - Cleaning Fee of \$100
 - Staff hourly fee per the district's standard schedule of rates approved as part of the annual budget for events occurring outside the hours of 9:00 am and 4:00 pm, Monday through Friday, except for holidays observed by CCMD.
9. Any other condition deemed appropriate by the District Manager for the safe operation and administration of the Community Room.
10. End of Policy.

Attachment: Facility Use Agreement

FACILITY USE LICENSE/AGREEMENT
COLORADO CENTRE METROPOLITAN DISTRICT

This agreement sets forth the terms and conditions under which Colorado Centre Metropolitan District (CCMD) grants the below named individual, not-for-profit organization, or government agency the right to use on the dates and times set forth below, the Community Room located within the Joan Lucia-Treese Administration Building located at 9686 Flagstone Street, Colorado Springs, Colorado 80925 (Facility and/or facility) for the limited purpose, times, and date identified.

Renter:		
	Name	Telephone
	Street Address	E-mail
	City, State and Zip Code	
	Date of Use	
	Beginning Time of Use	Ending Time of Use

Permitted Use:

FILL THIS AREA

Refundable Security Deposit:	\$250
Rental/Usage Fee per hour:	\$50 x (# of hours) = \$
Cleaning Fee - Minimum	\$100
Staff Hourly Charge	As per District's Resolution in current budget times personnel used

Terms and Conditions

Using the facility is subject to following terms and conditions:

1. Renter may use the facility solely on the date and during the times stated.
2. Use of the facility is limited to the permitted use.
3. Renter's use of the facility is permitted as a limited and revocable license, hereby granted by CCMD solely to the named Renter, which license may not be assigned or transferred by the Renter to a third party.
4. The Renter shall vacate the facility no later than the ending time stated and leave the facility in the same condition in which use began (i.e. properly cleaned, undamaged, tables and chairs restored to the configuration in which the facility was found when use began, and trash resulting from the use of the facility for the use contracted removed from the facility and properly placed into CCMD's outside trash receptacle.
5. The following are prohibited items and/or uses within and nearby (25 feet) of CCMD's building:
 - Firearms (both open and concealed carry)
 - Explosives, fireworks, sparklers and/or any incendiary objects
 - Smoking and vaping inside and/or within 25 feet of any entrance to the Community Room and Administration Building
 - Food preparation, i.e. cooking and/or baking.
 - Religious activities other than weddings and memorial services
 - Political activities, except that acting as a voting location may be permitted
 - Posting of any advertising, images, and/or decorations on any windows, and/or doors.
 - Sound devices that can be heard outside the facility
 - Loud, obnoxious and/or disturbing behavior
 - Use of the facility for purposes not permitted
 - Use of any tape, nails, tacks or adhesives on the walls and/or doors of the facility
 - No alcohol, pets and/or improperly registered service animals
6. The Renter agrees to indemnify and hold harmless CCMD and all its employees and administrators from any claims asserted by third parties against CCMD for personal injury, property damage or other alleged losses or claims sustained by CCMD and third parties who use the facilities as guest of Renter, including attorney fees and court costs incurred by CCMD.
7. The Renter agrees to pay CCMD for any costs to repair damage to the facility which occurs during Renter use of the facility, including attorney fees and court costs incurred by CCMD. Additionally, Renter agrees to be subject to a Lien on any property owned by renter within the CCMD boundaries for any damage caused by Renter, including indemnity obligations of Renter.
8. CCMD and its officers, agents and/or employees have the right to enter the facility and rented subject area at any time to confirm Renter conformance to this agreement. If CCMD, its officers, agents and/or employees determines that Renter has failed to comply and conform to the terms of this license agreement. Renter's use of the facility may be immediately revoked and must vacate the facility after properly restoring and cleaning the facility to avoid further charges.
9. CCMD will apply the security deposit to any repair for damage and cleaning resulting from Renter's use of the facility. Any amount of the security deposit not used shall be returned to Renter within ten (10) days of the ending of the event.
10. Renter shall provide General Liability insurance for the use of the facility in the amount of \$1 million per incident and \$1 million aggregate. CCMD must be named as an additional insured and evidence of this coverage must be presented before the event ever takes place. No exceptions.
11. This document constitutes the entire agreement. No prior representations and/or statements other than as set forth herein. This document may not be amended.