

## PLACERVILLE SCHOOLHOUSE USE REQUEST FORM

San Miguel County Parks & Open Space Department, P.O. Box 1170, Telluride, CO 81435

Phone: (970) 369-5424 email: [deannad@sanmiguelcountyco.gov](mailto:deannad@sanmiguelcountyco.gov)

The historic schoolhouse in Placerville Park may be reserved for meetings, gatherings and other permitted special events. All use requests must be accompanied by a refundable \$250.00 damage and key deposit. Reserved use may also be charged a use fee based on type and duration of use (see Exhibit 1 attached). Use requests must be made at least one week in advance of the requested date. Please email this form to the email address above or click on the link below to apply online. You may also mail form and fee to the address listed above. More information can be found on our San Miguel County website:

<http://www.sanmiguelcountyco.gov/294/Placerville-Schoolhouse>

Date(s) Requested: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Times Requested: From: \_\_\_\_\_ a.m. p.m. To: \_\_\_\_\_ a.m. p.m.

Contact Person: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Briefly describe your event: \_\_\_\_\_

Will there be amplified music? YES NO

Will food be served? YES NO

Will you be serving alcohol? YES NO

Please check the items you will need for your reservation

- 1. Tables
- 2. Chairs
- 3. Table Cloths
- 4. Coffee Pot
- 5. Pot Warmer
- 6. Power Strips & Extension Cord
- 7. Electric Tea Kettle

## Placerville Schoolhouse Use Request Form CONTINUED

- All forms, fees and deposit must be submitted prior to staff approval. Credit cards are not accepted.
- The deposit check will be destroyed, after schoolhouse has been inspected by a designated staff person. Deposit checks may be held for future events, upon request. Deposit checks must be renewed after a period of one year from the date on the deposit check.
- If you would like your deposit check returned, please provide a self-addressed, stamped envelope with your request form.
- Banners, posters, decorations and any such items may not be attached or taped to walls, windows, doors, etc. Decorations may be attached to chalkboards, using painter's tape only (no duct tape please).
- Activities that might damage the historic structure or break windows are prohibited.
- Tables and chairs must be neatly stacked on rack after use and stored for the next user.
- The schoolhouse space must be swept and cleaned after each use.
- The clean-up deposit may not be returned if schoolhouse space is left in an unsatisfactory condition.
- Please leave the schoolhouse in the same condition as when you first arrived.
- The bathroom sink may not be used for cleaning dishes. Please plan to clean any dirty dishes off site or use the wash tubs provided in the bottom cabinet of the foyer.
- Parking is limited and the maximum number of people allowed in the Schoolhouse is 50.
- The schoolhouse is ADA accessible.
- Sorry, no dogs or pets allowed in the building.
- Failure to adhere to the above terms may result in the cancellation of use at the County's discretion.
- All Schoolhouse users must comply with current San Miguel County public health orders.

**INDEMNIFICATION.** User agrees to indemnify, release, save and hold harmless San Miguel County, its officials, employees and agents, from and against all liability of loss and against all claims or actions based upon or arising out of damage or injury to persons or property caused by or sustained in connection with the use of the Placerville Schoolhouse.

I have read, understand and agree to all the terms stated above for the use of the Placerville Schoolhouse. I understand that this form is only a request for use. I understand that I am responsible for any damages that may occur during my reservation.

\_\_\_\_\_  
**User Signature:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Staff Approval Signature:**

\_\_\_\_\_  
**Date:**

**Fees Paid \$** \_\_\_\_\_

**Damage deposit paid \$** \_\_\_\_\_ (Make checks payable to San Miguel County)



## **Exhibit 1 - Placerville Schoolhouse Use Policies and Fee Structure**

**Contact:** Parks Administrator Deanna Drew, (970)369-5424, [deannad@sanmiguelcountyco.gov](mailto:deannad@sanmiguelcountyco.gov);  
Parks Supervisor, Rich Hamilton (970) 729-1829, [richh@sanmiguelcountyco.gov](mailto:richh@sanmiguelcountyco.gov);  
San Miguel County website at: <http://www.sanmiguelcountyco.gov/294/Placerville-Schoolhouse>

**Fee Structure:** A \$250 damage/cleanup/key deposit will be charged for all uses. The damage deposit may be returned or refunded, after staff has checked the building for cleanup and damages. Costs the County incurs for repairing any damage or cleanup due to use of the facility will be deducted from the deposit prior to any refund. If damage to the building exceeds the \$250 deposit, cost of the actual damage will be billed to the user plus a 10% administrative fee.

- A use fee will not be charged for ordinary low impact uses with 10 people or less. Example is book clubs, meetings, classes.
- Gatherings of more than 10 people will be charged \$5 per hour for up to four hours. Then a daily rate of \$50 will be charged.
- Instructors/users who charge for a class/use will be charged \$5/hr. even if group size is less than 10 people.
- Governments or public entities are exempted from the hourly fee, but not the deposit.
- \$75/day will be charged for community-based sale events, such as a holiday bazaar, yard sale, or fund raising event.
- An additional 10% of the gross proceeds will be paid to the county for sale/money making events with revenues exceeding \$2,000 in gross revenue. User is to provide staff with documentation substantiating the gross revenue received from the event within three days of event.
- To get a refund of the \$250 deposit, user shall leave the Placerville Schoolhouse in a clean and usable condition with no damage to the building or missing contents.

**Use Policies:** The Public shall not remove, destroy, mutilate or deface the Placerville Schoolhouse, either interior or exterior. Overnight use of the facility is prohibited.

- Ongoing uses will be reviewed quarterly by the Parks & Open Space staff.
- All Schoolhouse users must comply with current SMC public health orders.
- Ongoing weekly uses will be limited to one night per week.
- Equipment will not be stored on site for any user.
- High impact gym uses are prohibited. Definition of high impact gym use is a use that involves running, jumping, kicking, throwing, defense training or use of implements such as sticks, staffs, or balls. Basketball, indoor soccer, defensive martial arts, Zumba dancing or similar uses are prohibited.
- Other potentially high impact uses including dances, fundraising events, parties, weddings, and concerts may be allowed subject to special conditions such as floor mats, soft soled shoes or removal of shoes.
- Dog training classes or events involving animals are prohibited. Pets are not allowed in the building.
- Smoking in the building is prohibited.
- Uses of candles or open flame devises are prohibited (except chafing dishes) due to fire danger.
- Banners, posters or decorations may be attached to the blackboards with painter's tape but may not be attached or taped to walls, windows or doors without special permission from staff. Staff will work with promoters of special events such as weddings to accommodate special decoration needs.
- Pursuant to Board of County Commissioner Resolutions #1997-35 and 1997-43, public possession or use of firearms and deadly weapons is prohibited within the property.

**Users of the Placerville Schoolhouse who violate the use policies for the Schoolhouse as determined by the Parks Supervisor or County designee may have their privilege to use the Schoolhouse denied.**