



TOWN OF ALMA

**FACILITY USE
POLICIES &
PROCEDURES +
TECHNICAL
SPECIFICATIONS**

2024

Town of Alma Facility Use Policies & Procedures + Technical Specifications

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Section 1: Overview, Contacts, and Policies

Facility Overview and General Information

Alma Town Hall

- Address: 59 Buckskin St, Alma, CO 80420
- Capacity: 75
- Restrooms: 2 one indoor, one outdoor
- Internet Access: Free Public WiFi is available

Alma Stone Church

- Address: 184 N Main St, Alma, CO 80420
- Capacity: 50
- Restrooms: 1
- Internet Access: No Public WiFi is available

Alma Town Park

- Address: 59 Buckskin St, Alma, CO 80420
- Capacity: 1500
- Restrooms: 1
- Internet Access: No Public WiFi is available

General Venue Information

- The Town of Alma's facilities are available for public rental for events such as meetings, parties, community gatherings, and festivals.
- Each facility has unique features and capacities suitable for various types of events.

Contact Information

- **Town Administrator/Clerk:**
Gary Goettelman, 719-836-2712, gary.goettelman@townofalma.com
- **Deputy Town Clerk:**
Cindy Cole, 719-836-2712, cindy.cole@townofalma.com
- **Public Works Director:**
Kat White, 719-836-2712, kathleen.white@townofalma.com

Section 2: Policies and Procedures

Purpose

The purpose of these policies is to provide a clear explanation of the guidelines for reserving any rental facilities available by the Town of Alma. Any questions regarding these policies should be directed to the Town Administrator at 719-836-2712. These policies establish regulations for the use of the town facilities by external users and sponsored users, in accord with the Town of Alma's missions, goals, and policies.

Management Discretion

The management at the Town of Alma strives at all times to adhere to the town's guidelines for facility usage while operating all venues in a fiscally responsible manner. These facility use policies are designed to give guidance to the town management. Nothing contained herein is intended to limit the Town Administrator discretion in the booking or negotiation of contracts that, in the professional judgment of the Administrator, would be in the best interest of the town.

Definition of Facility Users

Resident Company User: Resident Companies are defined as organizations that produce, present and manage a significant number of events within the Town of Alma facilities. They are afforded special access and privileges to a variety of services and benefits within the town's rental facilities. Currently, the following organization(s) are designated as resident companies:

- Alma Foundation
- Mosquito Range Heritage Initiative (MRHI)

Resident User: An individual or business entity residing within the Town of Alma.

Nonresident User: An individual or business entity NOT residing within the Town of Alma.

Nonprofit User: A Nonprofit User must possess a current 501(c)(3) federal classification. Nonprofit Users may be afforded the nonprofit rental fee rates.

Booking and Reservation Policies

1. **Reservation Process:** Reservations can be made through the Town of Alma's website or by contacting the Town Administrator or the Town Clerk. A reservation form must be completed and submitted at least 30 days prior to the event.
2. **Hold Policies:** Holds may be placed on dates up to one year in advance. Holds will be maintained until a rental agreement is executed or until 90 days before the event date.
3. **Deposits and Payments:** A deposit of 50% of the rental fee is required at the time of booking. The remaining balance is due 14 days before the event. A refundable damage deposit may be required.

General Policies

1. **Accessibility:** All facilities are wheelchair accessible. Special accommodations can be arranged upon request. The Lessee is responsible for communicating to its patrons the town's accommodations for the disabled.
2. **Advertising and Promotion:** Any advertising or promotional materials must be approved by the Town Administrator. Use of the Town of Alma's name and logo is prohibited without written consent.
3. **Animals:** Only service animals are permitted within the indoor facilities.
4. **Catering and Food Service:** Catering is allowed, but all food vendors must be approved by the Town Administrator.
5. **Decorations:** Decorations must be approved and cannot damage the facilities. No nails, tacks, or adhesive materials may be used on walls or surfaces without prior approval by the Town Administrator.

6. **Public Safety and First Aid:** A first aid kit is available at each indoor facility. For emergencies, call 911 immediately.

7. **Parking:** Designated parking areas are available at each facility. Parking in fire lanes or reserved spaces is prohibited.

8. **Smoking:** Smoking is not allowed inside any facility. Smoking is only allowed outside ten feet from any entrance of a town building.

Event Policies

1. **Alcohol Sales:** Alcoholic beverage sales require a special permit and can only be applied for by 501(c)(3) nonprofit organizations.

2. **Business/Sales Tax License Requirements:** Lessee shall obtain a Town of Alma Business License and a Sales Tax License. (Any person maintaining, operating or conducting any retail business, or engaging in any business activity within the Town of Alma must first obtain a business/sales tax license.) Business/sales tax licenses are available at the Alma Town Clerk's office, 59 Buckskin St, or call 719-836-2712.

3. **Equipment Deliveries:** A complete delivery schedule of all rentals and/or vendors' equipment and other items must be provided in writing at least five (5) business days before the event. Rental items may be defined as chairs, tables, linens, decorative flowers, catering supplies, etc. Any deliveries not listed on the schedule are subject to refusal.

4. **Event Security:** Security services are necessary for all events with more than 500 attendees, with a ratio of one security person per 250 adults. Lessee may be required to provide additional security personnel and uniformed police officers at the discretion of the Town Administrator.

5. **Event Staff:** The Town of Alma may provide staff to assist with the setup and oversight of events. Additional fees for staff services will apply.

6. **Flammable Material and Pyrotechnics:** The following are PROHIBITED anywhere in the town facilities: compressed flammable gasses, flammable or combustible liquids, open flame or open flame devices, cut greenery (e.g., Christmas trees), hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives, and pyrotechnic devices. Under special circumstances, limited use of the above items may be permitted by the authority having jurisdiction provided adequate precautions are taken to prevent the accidental ignition of any materials. In some cases, venue management may require that a permit be issued to the user from the local fire authority.

7. **Insurance Requirements:** Lessee shall maintain, at its expense, public liability and property damage insurance in full force and effect during Lessee's use and occupation of the town facilities. The Town of Alma shall be named as an additional insured under such insurance policy. Said policy shall contain not less than One Million Dollars (\$1,000,000) combined single limit coverage for bodily injury and property damage. The policy shall contain a standard cross liability endorsement and shall provide that the policy shall not be canceled prior to the termination of the Rental Agreement or until ten (10) days after town's receipt of written notice of such cancellation. Not less than thirty (30) days prior to Lessee's occupancy of said facilities.

8. **Noise Levels:** Events must comply with local noise ordinances. Amplified sound is permitted only with prior approval.

Section 3: Technical Specifications

Alma Town Hall

- **Audio/Visual Equipment:** 4 channel Fender portable PA system. Samsung Television with HDMI cable. Projector and screen
- **Power:** 110V

Alma Stone Church

- **Stage Dimensions:** 11'8" wide 8' deep
- **Audio/Visual Equipment:** 4 channel Fender portable PA system. Projector available on request
- **Power:** 110V

Alma Town Park

- **Outdoor Stage Dimensions:** 20' wide 18' deep

- **Audio/Visual Equipment:** 4 channel Fender portable PA system.
- **Power:** 110v 240V
- **Water:** 2 spigot ¾”



Section 4: Facility Rental Pricing

Full Day Rental Rates

Facility	Nonresident Rates	Resident Rate (25% Discount)	Non-Profit Rate (50% Discount)

Town Hall	\$300	\$225	\$150
Stone Church	\$200	\$150	\$100
Town Park	\$500	\$375	\$250

Half Day Rental Rates

Facility	Nonresident Rates	Resident Rate (25% Discount)	Non-Profit Rate (50% Discount)
Town Hall	\$180	\$135	\$90
Stone Church	\$120	\$90	\$60
Town Park	\$300	\$225	\$150

Hourly Rental Rates

Facility	Nonresident Rates	Resident Rate (25% Discount)	Non-Profit Rate (50% Discount)
Town Hall	\$45	\$33.75	\$22.50
Stone	\$30	\$22.50	\$15

Church			
Town Park	\$75	\$56.25	\$37.59

Additional Fees

Fee Type	Nonresident Rates	Resident Rate (25% Discount)	Non-Profit Rate (50% Discount)
Cleaning Fee	\$50 (refundable if the facility is left clean and in good condition)	\$37.50 (refundable if the facility is left clean and in good condition)	\$25 (refundable if the facility is left clean and in good condition)
Security Deposit	\$200 (refundable, required for all rentals)	\$150 (refundable, required for all rentals)	\$100 (refundable, required for all rentals)
Alcohol Permit Fee	N/A	N/A	\$25/day for malt & spirit \$10/day for malt only
Late Payment Fee	\$50 (applies if the balance is not paid 14 days before the event)	\$37.50 (applies if the balance is not paid 14 days before the event)	\$25 (applies if the balance is not paid 14 days before the event)
Overtime Fee	\$75 per hour (applies if the event goes beyond the reserved time)	\$56.25 per hour (applies if the event goes beyond the reserved time)	\$37.50 per hour (applies if the event goes beyond the reserved time)

Equipment Rental

Equipment	Nonresident Rates	Resident Rate (25% Discount)	Non-Profit Rate (50% Discount)

Fender Portable PA	\$150	\$112.50	\$75
Projector & Screen	\$100	\$75	\$50

* Chairs and tables are included in all rentals without any additional charges.

Staffing Fee

	Nonresident Rates	Resident Rate (25% Discount)	Non-Profit Rate (50% Discount)
Event Staff	\$35 per hour	\$26.25 per hour	\$17.50 per hour

Non-Profit and Resident Discount

Nonprofit Organizations receive a 50% discount on all rental rates. Must provide 501(c)(3) documentation and be in good standing with the State of Colorado). Alma Residents receive a 25% discount on rental rates (proof of residency required).

Cancellation Policy

A full refund shall be issued if canceled at least 30 days before the event. A 50% refund shall be issued if canceled between 15-29 days before the event. No refund shall be issued If canceled within 14 days of the event.

Payment Information

- **Payment Methods:** Cash, ACH, check, and major credit cards
- **Deposit Due:** 50% of the total rental fee at the time of booking
- **Final Payment:** Due 14 days before the event date
- **ACH Payments:** <https://www.xpressformsbuilder.com/viewer/e7ed6716-8148-4999-9612-ecd0fcef2c7e>
- **Credit Card Payments:** <https://pay.paygov.us/EndUser/PaymentAgency.aspx?ttid=22374>
There is a minimum Convenience Fee of \$1.00 for all transactions under \$33.00. 3% Convenience Fee will be assessed to each transaction over \$33.00.