

Depot Rental Policy

City of Montrose

This institution is an equal opportunity provider and employer.

Section 1 – Introduction

The City Council has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of The Montrose Depot located at 154 W. State Street.

The intent of this policy is to ensure that the Depot is maintained, used by, and kept available for use by City of Montrose Residents and members of the public at large, without undue restriction or discrimination of any person, entity or organization seeking access too, and use of, facilities offered by the City.

The City reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations may be required.

The City of Montrose intends to adopt a schedule of fees for reasonable use of the Depot.

City of Montrose reserves the right to refuse any individual or organized group.

ADA Compliance; ADA, American Disabilities Act prohibits municipal agencies from supporting organizations that discriminate on the basis of disability.

Section 2 – Categories of Users

Category 1-

The City
Activities of the City of Montrose

Category 2-

Individuals or organizations upon verification that members/participants are residents of the City of Montrose or taxpayers of property within the city limits.

Individuals, organizations, groups and other entities, regardless of the tax/profit status of the entity.

Category 3-

Non-Profit Organizations
Organizations with a non-profit 501(c)(3) status.

Category 4-

Regular Seasonal Users
Civic groups, non-profit events or instructional classes.
Candlewalk, Tractor Show, Etc.

Section 3 – Depot Reservations

- All applications will be considered on a first received basis.
- Persons must be 21 years old or older to reserve Depot.
- There shall be a maximum capacity of 45 persons in the Depot at any one time.
- The Depot can be utilized for weddings, receptions, open houses, small events, funeral dinners, and day-before decorating rental, regular seasonal users and meetings. Fee schedule is by resolution from Council.
- Applicant must be made aware of the fact that the flooring of the Depot, inasmuch as it is the

original flooring of the building, contains some uneven areas.

- No alcohol is permitted at the Depot.
- No smoking anywhere in the building.
- To reserve your date, a payment of \$65.00 is required when the facility is rented. Payment may be made in cash, check, debit/credit card, or money order.
- A \$50 cash deposit is required when the facility is rented and applies for any group or individual to cover costs for damages incurred during the rental. There is an additional cleaning fee of \$25.00/hr if the facility needs to be cleaned or tables/chairs are required to be moved.
- Decorating on the day before reservation is available upon request
- The key shall be picked on the last City business day prior to rental.
- Cancellations less than ten (10) days prior to the event or activity \$25.00 of the original payment will be retained.
- Deposits shall be refunded to the applicant after the premises have been inspected by the City.

Regular Seasonal Users

- City reserves the right to preempt the use of the Depot with at least a ten-day notice to user.
- Fees are nonrefundable and no credit will be allowed except if City preempts the use of Depot in which case the fee paid for that day shall be applied to future use.
- The Mayor or his/her designee may waive the fee on an individual basis for a single use of the Depot .
- Damages to the premises, building, equipment and grounds caused by the applicant's use shall be reimbursed to the City of Montrose.
- Shall indemnify and hold harmless, the City of Montrose against any and all liability to persons or property brought within the Community Center or upon the property of the City by the Applicant, its members agents or anyone acting on the applicant's behalf.
- No smoking anywhere in the building.

Section 4 – Depot Rules

- Sweep all floors after use, including restroom floors and spills.
- He/she shall use a ladder and shall not use a table or chairs to stand on while decorating Depot.
- The use of nails, pins, staples, thumb tacks and duct (silver) tape is prohibited.
- Glitter and Confetti are not allowed.
- There shall be no music in the Depot after 11:00 p.m.
- Supply his/her dishes, silverware, towels, etc.
- Use Depot kitchen facilities only during your reserved date.
- Clean all restrooms. Extra supplies for the restrooms will be left in the storage closet.
- Remove all tape from tables. All tables and chairs shall be washed and cleaned.
- Fold all chairs used and place the same on the chair closet, which shall be returned to the storage room when full. Set tables and chairs to original configuration.
- Clean refrigerator, sinks and counter tops.
- Remove all trash from the premises, without exception. Trash bags are provided. Place trash in dumpster located at city hall on the east side of the building at 139 S. Saginaw Street.
- Check all doors to make sure they are tightly closed and locked. (All windows are permanently locked.)
- Remove all signs you hang inside or outside the building.
- When departing the premises, bring the Depot key to the city office located at 139 S. Saginaw Street on the next business day.

Section 5 – Amendments/ Review

This policy may only be amended by action of the City of Montrose Council members. In the case of a conflict between this policy and any other document, agreement, attachment, form, or other policy of the City of Montrose, this Policy shall control.