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NATURAL AREAS DEPARTMENT  
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## Use Policy for Primrose Studio at Reservoir Ridge Natural Area

The use of the Primrose Studio ("Facility") shall comply with the terms of this use policy ("Use Policy"). To the extent this Use Policy is inconsistent with City of Fort Collins Administrative Policy for Facility Management 2.1, it is the City's intent that this Use Policy takes precedence. Those portions of the City's Facility Management Policy 2.1 that do apply to the Facility are as follows:

- A. The Facility shall not be used for promotions, sales, or other commercial activities;
- B. The Facility shall under no circumstances be used to advocate social or political change by violence, or for illegal, dangerous, or destructive activities;
- C. Activities in this Facility may not be used to influence a ballot measure or promote or oppose a candidate for political office;
- D. Possession, sale, or consumption of alcoholic beverages is prohibited;
- E. Smoking is prohibited in all City owned or operated facilities and their grounds, and all City Parks, trails, and natural areas.
- F. The rated occupant load of 44 established by fire and building codes shall be strictly adhered to.
- G. As a condition of reserving and using the Facility, any non-Natural Areas Department user shall execute a Primrose Studio License Agreement ("License Agreement") as attached.
- H. While users are permitted to charge an admission fee or other charges for participation in an event or activity at the Facility, no sales activity is permitted except to the extent such activity is incidental to the event. Users may charge persons using the Facility other types of fees such as membership fees.

### **Reservations and Use**

Use of the Facility is by reservation only and is subject to availability. It is not the City's intent to allow a particular group use of this Facility on a frequent or permanent basis, except to the extent City support of such group has been specifically and expressly approved in accordance with City Administrative Policy Section 4.2. as advancing an appropriate municipal purpose.

The user of the Facility is responsible for supervising all persons who are present and ensuring that such persons comply with this Use Policy and guidelines pertaining to the use of this Facility.

**Primary Use:** City of Fort Collins Natural Areas Department meetings, programs, and activities. The Natural Areas Department may make unlimited reservations.

**Secondary Use:** Environmental education programs, meetings, and activities. Environmental education means teaching and learning about the natural environment, its effects on humans, and impacts of humans on the environment. This includes conservation and sustainability of all natural resources. The goal of environmental education is to increase knowledge and awareness about the environment and to promote stewardship of natural resources. Reservations for environmental education meetings may be made up to 12 months in advance.

Tertiary Use: Other City departments including the Recreation Department may conduct meetings and limited arts and crafts classes at Primrose Studio. The studio cannot accommodate clay or pottery classes. Reservations may be made up to 12 months in advance.

Other Uses: Reservations by other non-City groups that do not meet the description provided above in "secondary use" may be made up to 3 months in advance.

Hours: The Primrose Studio is available Monday through Saturday, 8:00 am to 10:00 pm. The studio is closed on City holidays. Special arrangements may be accommodated for use other than these times and may include additional fees. Rentals must be booked based on the total number of hours needed for the event, including all set-up, event, and clean-up time. To allow time for Facility orientation and set-up, please do not schedule event start times earlier than a half-hour (30 minutes) after arrival time.

Administrative Fee: An administrative fee is charged for the use of Primrose Studio to cover administrative expenses of the City. For events reserved after January 1, 2021, standard rates are \$250.00 for up to 5 hours and \$50 per additional hour. Government entities and corporations with tax-exempt status from the I.R.S. are charged \$150.00 up to 5 hours and \$30 per additional hour. If more than one visit to the Facility by a user in advance of the scheduled event is necessary, user will be charged and will pay the applicable hourly rate with a minimum of one hour charge per visit.

The administrative fee must be paid immediately upon execution of a License Agreement. Reservations are not confirmed until the administrative fee payment is received. Both the executed license agreement and payment must be received no less than fourteen (14) days prior to the beginning of the reservation period. Payments may be made by check, Discover, Visa, or MasterCard. In addition, any repair and/or cleaning services necessary and which become apparent after the period of time in which user is authorized to use the Facility will be charged to the user (minimum \$100.00).

Capacity: The maximum capacity of the building is 44 people. Tables and chairs are provided for only 36 people. Additional seating may not be brought into the studio unless by special arrangement. User shall not admit to the Facility a number of persons greater than the rated occupant load of 44. The parking lot accommodates only 15 cars. Parking along the road leading to Primrose Studio is prohibited. Participants need to arrange for carpooling. A bike rack is available at the parking lot.

Cancellations: Users who find it necessary to cancel their reservation must do so at least thirty (30) days before the event. Users recognize that time is of the essence in arranging use of the Facility, that there will be numerous parties interested in use of the Facility, and that the City will suffer financial loss if a reservation is made and then the Facility is not used as planned. Users further recognize that delays, expenses, and difficulties are involved in proving the actual loss suffered by the City in a legal proceeding if a reservation is made and the City is not given the thirty (30) day notice described above. Accordingly, instead of requiring any such proof, users and the City will enter into a stipulation in the License Agreement that the administrative fee will serve as liquidated damages for delay (not as a penalty) to the City where users fail to provide the thirty days advance notice described above.

Administrative Procedure: All users (with the exception of the City of Fort Collins Natural Areas Department) will be required to execute and adhere to a License Agreement with the City as part of the reservation process. Any cleaning or repair needed to return the Facility to its condition prior to a group's use will be performed by the City, and the person or group who used the Facility will be required to pay or reimburse the City for the expense of repair or cleaning or any extra fees due

for extra site visits, as determined by the City, within ten (10) days after written notice of the same is sent to user. If a group or person has used the Facility and has an outstanding balance due for repair or cleaning, such user may not use the Facility again until such time as the outstanding balance is paid in full.

Reviewed and approved by:

DocuSigned by:  
  
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Darin Atteberry  
City Manager

11/2/2020

Date