

APPLICATION TO RESERVE FOOD PANTRY MEETING ROOM

The front room space at Ouray County Food Pantry (602 N. Cora) is available for meetings, free of charge, to civic groups and nonprofit organizations 6 days a week (excluding Thursdays) between the hours of 10 a.m. and 8:30 p.m. No fundraising events, please. The space will accommodate up to 15 people.

Name of Organization: _____

Address: _____

Organization's Purpose / Function: _____

Applicant's Name: _____ Email: _____ Phone: _____

Secondary Contact: _____ Email: _____ Phone: _____

Purpose of Meeting: _____

Meeting Date(s): _____ Estimated attendance (max 15): _____

Meeting Start Time: _____ Meeting End Time: _____

Policy for Meeting Room Use

We are happy to provide this space for your use at no charge. Because we have no janitorial service, and for safety and insurance purposes, we ask the following:

Take away any trash accumulated during your meeting and mop or sweep up any noticeable dirt or water tracked in before leaving. (Broom and mop are located in the bathroom.)

Feel free to use the microwave oven, coffee pot and hot pot. Please be sure these items are turned off before leaving. Coffee filters are provided but you will need to supply your own coffee, tea and refreshments.

For insurance reasons, we ask that you not use the oven/stovetop or bring in any other heating/cooking devices.

If you set up table and chairs, please wipe surfaces and refold and replace them where found.

When leaving, turn off all lights, heaters and appliances and be certain that the front door is firmly locked.

Smoking is not allowed anywhere on the property.

No pets, special assistance dogs are allowed.

Please let us know of any problems with the facility. The space is free of charge but donations are appreciated.

The organization and meeting attendees release OCFP and its volunteers from any liability or claims which arise from or in anyway are connected with this agreement: including without limitation any claim arising from bodily injury, sickness, disease or death, or any loss of any kind whatsoever, which arises out of or in any way is connected with the Agreement.

I have read and understand the "Policy for Meeting Room Use" and I agree to comply with it.

Signature: _____ Date: _____

The Ouray County Food Pantry Board of Directors

Email: info@ouraycountyfoodpantry.org

Contact: Bev Angehrn - 970-417-7277 or Susan McMurry - 970-778-2190