



# Visitor Center Conference Room USE POLICY

Jackson Lake State Park  
26363 County Road 3  
Orchard, Colorado 80649  
(970) 645-2551

## Purpose Statement:

<p>The conference room, at the Jackson Lake Visitors Center, was built to facilitate educational and business functions for Jackson Lake State Park and for other groups (dependant upon approval by park management).</p>
<p>▶ Since the conference room is adjacent to Park's administrative offices, the environmental education display room, and the bookstore, it is critical the room is used for activities that are not disruptive to these important functions.</p>
<p>▶ Activities will be restricted to the conference room, adjacent hallway and restrooms.</p>
<p>▶ Activities may also include the adjacent lawn, which is available if prior arrangements are made. (There may be a minimal fee for use of lawn.)</p>
<p>▶ Reservations can be made January 1<sup>st</sup> for the calendar year and no less than 30 days prior to the event. (No year-in-advance reservations will be accepted.) Reservation will be confirmed when payment is received.</p>
<p>▶ If the requested date is already reserved, group (at their request) will be placed on a <b>Waiting List</b> for future notification of a possible opening.</p>

## Approval For Use Process:

<p>Park staff will review requests based upon the signed "Conference Room Application" and fees, which must be submitted at least 30 days prior to the event.</p>
<p>▶ If the function is deemed appropriate for the facility based on the factors listed below, the group will be informed, in writing, and entered on the scheduling calendar in which the room will be reserved for that group.</p>

## Factors Considered For Approval:

<p>▶ Is the facility adequate for the group requesting use (parking, seats, tables, etc.)? The conference room is currently equipped with 8 tables, 40 chairs, a large dry-erase board, and a large projector screen. Users are asked to bring their own equipment. The park has a TV/VCR, slide projector, and overhead projector available for an additional fee. (Refer to Fee Structure.) Room is also equipped with a double sink. Dimensions of the room are 24' x 30.'</p>
<p>▶ Does the use of the room further the goal of providing educational or meeting space in Morgan County?</p>
<p>▶ Will the nature of the event be disruptive to the administrative offices, educational display room or bookstore? Furthermore, does the function foster the goals of the park's mission statement?</p>
<p>▶ Will there be food served, in such a way; it might potentially cause damage to the facility? (No refreshments, coffee maker, paper goods, or items of that nature will be provided. Groups are asked to bring their own supplies.)</p>
<p>▶ Colorado State law prohibits smoking in any state-owned facility. Any function that does not comply with this law will be immediately shut down.</p>
<p>▶ No alcohol will be permitted inside of building.</p>

## Group Responsibilities:

▶	A list of cleaning and closing procedures is posted near the sink in the conference room. A copy will be sent with the Confirmation Letter.
▶	Not only will the group be responsible for clean-up, they will be responsible for providing their own trash bags, collecting the garbage, and placing the refuse in dumpsters provided in the compound near the Visitors Center.
▶	If any damages are incurred, group will be responsible for actual amount. Refer to "Damage Deposit" section.
▶	Parking restrictions will include leaving ample parking for other visitors at the Visitors Center. Overflow parking will be at the boat ramp. It is the responsibility of the group to coordinate rides to and from vehicles at the boat ramp parking lot.

## Fee Structure:

The following fees will be required when the requesting group submits application:	
▶	\$60 Use of conference room facilities for full day (>4 hours <10 hours)
▶	\$40 Use of conference room facilities for ½ day (<4 hours)
Additional fees will be required if the following equipment is utilized:	
▶	\$20 TV/VCR Unit
▶	\$10 Slide Projector
▶	\$10 Overhead Projector
If the lawn is used for any function outside of the conference room, there may be an additional charge for its use. This is a very nice location for weddings.	
▶	Fee will be based on type of use and size of group. Fee will be no less than \$10.00 for minimal use.
Other fees, restrictions, and exceptions will apply as follows:	
▶	All vehicles must have a valid Colorado State Parks' pass. Pre-arranged group purchases of park passes may be taken care of prior to arrival. Passes are also available at the entrance gate on date of arrival. The fee is \$8.00/vehicle/day. We also offer a \$80 annual pass, which entitles purchaser access to all of the 41 Colorado State Parks.
▶	Cash, checks, or credit cards will be accepted.
▶	Non-profit organizations that work in cooperation/coordination with Jackson Lake State Park can apply for a waiver of all, or part, of the fees and will be at the Park Manager's discretion. It shall also be noted use of conference room by departmental staff shall take precedence if there is a scheduling conflict.

## Damage Deposit:

A damage deposit, in the amount of \$100, will be required at the time of arrival (or can be submitted as a <b>separate</b> check with the application fees).	
▶	A Park Ranger will complete the Check-In/Check-Out form before and after event.
▶	Damage deposit will <b>not</b> be returned same day of event.
▶	If damages are in excess or less than the \$100 deposit, group is responsible for actual damages and will be billed for actual amount. Park will retain \$100 deposit in good faith and upon receipt of check for actual damages; staff will void check and return to sender.
▶	If the concerned party and Ranger of record are in dispute over refund issues, the decision will be made by the Park Manager.

## Refund Policy:

▶	If reservation is cancelled for any reason up to 14 days prior to reserved date, 100% of fee is refunded except the Group Facility Reservation Fee.
▶	If reservation is cancelled 14 days or less from reserved date, there are NO REFUNDS