



COLORADO SPRINGS PIONEERS MUSEUM
215 S. Tejon Street
Colorado Springs, CO 80903
(719) 385-5990
www.cspm.org

The Colorado Springs Pioneers Museum builds a lasting connection to the Pikes Peak region by preserving and sharing our cultural history.

FACILITIES USE GUIDELINES

The Colorado Springs Pioneers Museum is located downtown in the beautifully restored 1903 El Paso County Courthouse at 215 South Tejon Street. Normal hours of visitation are Tuesday through Saturday 10:00 a.m. to 5:00 p.m.

As the municipal museum of Colorado Springs, the CSPM portrays the history and culture of the Pikes Peak Region in exhibits emphasizing the unique character of this uncommon Front Range community. It is an historic structure and houses objects of an irreplaceable nature. Restoration and preservation of the structure, which is listed on the National Register of Historic Places and its contents, is of primary consideration. ***Please be aware that the Museum is continuously undergoing restoration and preservation projects. This is a priority for the Museum and exact timing of individual phases of restoration will depend on fundraising and other factors. We cannot guarantee when construction equipment may be present on the grounds.***

The Museum's mission is to *build a lasting connection to the Pikes Peak region by preserving and sharing our cultural history*. Thus, all events or uses of the facilities are required to be in support of that mission or are expected to cover event costs and provide revenue, thereby allowing the Museum to continue its important work.

The following guidelines notwithstanding, the over-riding condition regarding use of the CSPM facilities assumes that users will leave the building, collection and park in the same or better condition than they found it. It is the responsibility of the Applicant/Sponsor to have an understanding with their staff, volunteers, caterers or other agents and representatives that clean-up, repair of any breakage or other mishaps are the Applicant's/Sponsor's responsibility.

Request for Facility Use

The Colorado Springs Pioneers Museum is available for use by non-profit organizations and the public for weddings, receptions, meetings and other community purposes. Use of the facility is allowed only when it does not conflict with the Museum's schedule of exhibits, programs, restoration, maintenance and/or regular hours of operation, unless approved by the staff.

Preference is given to programs that are Museum-related or educational. Programs of a distinctly political or religious nature are not permitted.

Provisions for use are stipulated in these Guidelines and in the Facilities Use Request Form. City code requirements may also be applicable. Failure to abide by the Museum's guidelines for use may result in charges for damages and disqualification from further use.

The rental process for CSPM facilities is initiated by the Applicant/Sponsor or using party by contacting the CSPM Event Coordinator, who will assist the Applicant/Sponsor by completing the ***Facilities Use Request Form***. This form will be used to consider the request and to determine rates and, if approved, becomes the working foundation of any agreement for use. These guidelines become a part of any agreement between the Applicant/Sponsor and the Colorado Springs Pioneers Museum. All requests are subject to approval solely by the Museum staff.

Requirements for Applicants/Sponsors

1. **Building Access:** At least two members of the Museum staff or approved employee designated for the purpose will be on-site for the duration of the event. The building will be open for your access at the time designated on the contract. ***This schedule can be adjusted up to one week before the event.*** Likewise, a representative of the Applicant/Sponsor authorized to incur charges will be on the site as long as its guests, staff or caterers are using and cleaning the facility.
 - Only staff members of the Museum may provide access to the building after hours. Under no circumstances will Applicant/Sponsor be allowed on the premises after hours without prior arrangement with the Museum.
 - Only the second and third floors are open to the public.
 - No furniture, exhibit cases, artifacts, or equipment may be moved without permission from and supervision of CSPM staff. In the Main Courtroom, prior approval is required for all use behind the bar.
2. **Responsibility:** The Applicant/Sponsor waives any claim that it may have against the City of Colorado Springs except for the gross negligence of the City for any injuries, losses, or damages to the Applicant/Sponsor or any of its agents or representatives arising out of the use of the Museum and Museum grounds pursuant to this agreement.
3. **Smoking:** The Colorado Springs Pioneers Museum and the grounds surrounding it are smoke-free in its entirety.
4. **Equipment:**
 - All rental equipment (chairs, tables, linens, dinnerware, etc.) must be set up and taken down by the Applicant/Sponsor, or caterers or other agents contracted by the Applicant/Sponsor. On-site staff may assist with the placement of rental equipment, but cannot load, unload, or set up rental equipment. Rental items should be delivered no sooner than one day prior to the scheduled event, unless prior approval is received by Museum staff. Rental items shall be removed and/or picked up as agreed upon in advance but no later than the next business day.
 - The museum has a limited amount of equipment normally available for use by the Applicant/Sponsor for a minimal additional charge of \$50.00:
 - Seventeen 6 foot, sixteen 8 foot, and one 4 foot rectangular tables (depending on availability)
 - 10 tall bistro-style tables
 - 77 stacking upholstered chairs
 - 53 folding chairs
 - Podiums – 2 large, 1 small
 - White board/screen combination for use in Education Room only
 - TV/DVD/VCR setup for use in Henderson Gallery only
 - 2 lapel microphones, 2 hand held microphones for use in Division I Courtroom
 - Portable microphone and speaker
 - 2 portable screens
 - Overhead projector
 - 7 brass easels
 - 1 full length mirror
 - 1 clothing rack
 - Assorted sizes and varieties of trash cans

Applicant/Sponsor may find it helpful to indicate the desired table and chair arrangement on the attached Floor Plan of the Museum. You must make an appointment to visit with the Event Coordinator to discuss

details of your floor plan, decorations and purpose of your event. Our staff will be happy to assist you in composing the best arrangement for your event or function. Please call ahead (385-5653) to view the facility.

5. **Food and Beverage Service:**

- All caterers will be **required** to have on file with the Museum current and appropriate documents pertaining to certification and licensing by a Colorado county health department and any current business licenses, to include liquor licenses. Caterers also need to provide CSPM with proof of insurance. These documents must be presented **prior** to an event taking place at the facility. The Museum can provide a list of preferred caterers with necessary documents on file.
- No cooking of food is allowed on the premises. As is the case for all spaces and equipment, areas where food is being served must be left in clean condition. Food, trash, and garbage must be removed from the serving areas immediately following the conclusion of the event.
- Food may be served only on the Main Floor, in locations specifically agreed to in advance. Table linens must be provided and used on all tables, and removed by the Applicant/Sponsor or caterer upon the conclusion of the event. Table linens must be provided by the Applicant/Sponsor or its agents. Please also take necessary measures to prevent heat or water damage to the tabletops.
- No open flames (sterno, etc.) can be used for heating food. Only electric food warmer systems are allowed.
- Clean-up responsibilities include removal of all food and items from the event.
- If liquor is served, the sponsor is required to contact the City Clerk's Office to determine the need of a **Special Events Permit**. Beer and white wine may be served. Red wine and champagne may only be allowed upon **prior** approval from the Museum staff (due to the chance of damages on carpets and furnishings). Hard liquors are not permitted. A **Certificate of Insurance** holding the Museum as co-insured is also required (typically acquired as part of Applicant's homeowner's insurance). The use of, beverage, or decorative water fountains is prohibited inside the Colorado Springs Pioneers Museum.
- Caterers are required to clean all surfaces and dispose of trash throughout, including all food service and preparation areas.
- A surcharge of \$50.00 may be assessed for each carpet soiled by food or drinks. The decision to impose this charge rests solely with the Museum staff. **It is the responsibility of the Applicant/Sponsor to make caterers and other vendors aware of these rules.**

6. **Decorations:**

- Due to the historic nature of the building, all decorations and floral arrangements **must** be approved by the CSPM Events Coordinator.
- All decorations, floral arrangements, rental items from other entities, etc., must be removed from the premises immediately following the scheduled event **unless alternative arrangements have been made prior to the event.**
- Absolutely no rice, glitter, confetti, bubbles, shaving foam, aerosol spray string, or loose straw may be used inside or outside the Colorado Springs Pioneers Museum. This includes the use of decorative confetti and loose potpourri on tables. For weddings, no loose seed or flower petals are allowed in the building at any time. Floral arrangements and bouquets are allowed with prior approval. We require that individual packets of seeds or petals be distributed to guests outside at the last minute before the departure of the couple.

- No sparklers or fireworks may be used – inside or out – as these pose a fire and safety hazard to both the Museum and your guests.
 - No tape, staples, nails, tacks, screws, wires, pins, hot glue guns, tacky putty, or any other fasteners or adhesives may be used on the walls or furniture inside or outside the Museum. Also, nothing can be tied or hung from/on the walls, furniture, railings, banisters, etc., inside or outside the Museum.
 - No candles are allowed inside or outside the Museum.
7. **Photography:** Flash photography is *only* allowed in the Division I Courtroom during events (wedding ceremonies, etc.). Video filming is permitted only with the consent of Museum staff, only using natural lighting, and on a case-by-case basis. No tripods can be set up anywhere in the Museum at any time. ***It is the responsibility of the Applicant/Sponsor to make photographers aware of these rules.***

Operational Notes

Electrical Service: Electrical service on the property is limited. Please check with the Museum prior to your event to ensure that we can accommodate your needs.

Facilities

The CSPM facilities consist of the following available areas for event use:

- **Main Floor Lobby** -Can hold up to 12 round tables, 10 seats each; food and drinks can be served in this area, either as a buffet or traditional dinner. This area can host up to 200 standing and is excellent for weddings and receptions.
- **Henderson Gallery** -Located off the Main Floor, this room can hold up to 6 rectangular tables or 50 individual chairs; food and drinks can be served in this area. This room is ideal for a small group or meeting.
- **Education Room** – Located off the Main Floor, this room can hold up to 20 people in a round-table format; food and drinks can be served in this area. This room is ideal for a small group or meeting.
- **Third Floor Gallery** - Food and drinks are prohibited in this area, except for Museum-only sponsored events.
- **Division 1 Courtroom** – Located on the Third Floor, this space can seat 180 people; ***ABSOLUTELY NO FOOD OR DRINKS ALLOWED.*** This area is excellent for wedding ceremonies, meetings, lectures and programs.
- **Division 3 Courtroom** – Located on the Third Floor (unrestored area, only available upon request and by special permission); ***ABSOLUTELY NO FOOD OR DRINKS ALLOWED***
- **Galleries and exhibit spaces** on both the Main Floor and the Third Floor; ***ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN EXHIBITS.*** These spaces are closed during events unless otherwise requested.
- **Entire Museum** – The entire facility, which includes both floors and the galleries, are available upon request.

Use Charges

Base charges for use of the CSPM facilities are listed below. Specific costs will be determined for each event based on these charges as determined from a review of the ***Facility Use Request Form*** by the Event Coordinator. Costs may be adjusted for commercial events, events with sales of items, non-member events, non-profit events, etc. Events related directly to the Museum’s mission and/or co-sponsored by the Museum may be discounted on a case-by-case basis, to be determined solely by the Museum staff.

Space Use – 5-Hour Base (Assumes 3 hour event, 1 hour setup and 1 hour clean-up by Applicant or agent)	Price	Each Additional Hour (from setup through cleanup)	Price if food and/or beverages are served	Museum Before- or After-Hours Staff Costs (minimum two staff members per event; Museum staff may determine that more members might be required)
Main Floor Lobby Area	\$300	\$70	\$500	\$25.00 per hour per person
Henderson Gallery	\$100	\$50	\$150	\$25.00 per hour per person
Education Room	\$100	\$50	\$150	\$25.00 per hour per person
Entire Main Floor	\$450	\$70	\$650	\$25.00 per hour per person
Upper 3rd Floor Lobby	\$200	\$50	NO FOOD ALLOWED	\$25.00 per hour per person
Division 1 Courtroom	\$250	\$60	NO FOOD ALLOWED	\$25.00 per hour per person
Entire Upper Floor	\$350	\$70	NO FOOD ALLOWED	\$25.00 per hour per person
Entire Museum Space*	\$1,000	\$100	\$2,000* (Food allowed ONLY in Main Lobby area)	\$25.00 per hour per person
Equipment Use (to include tables, chairs, AV equipment, etc.)	\$ 50	-	\$ 50	-

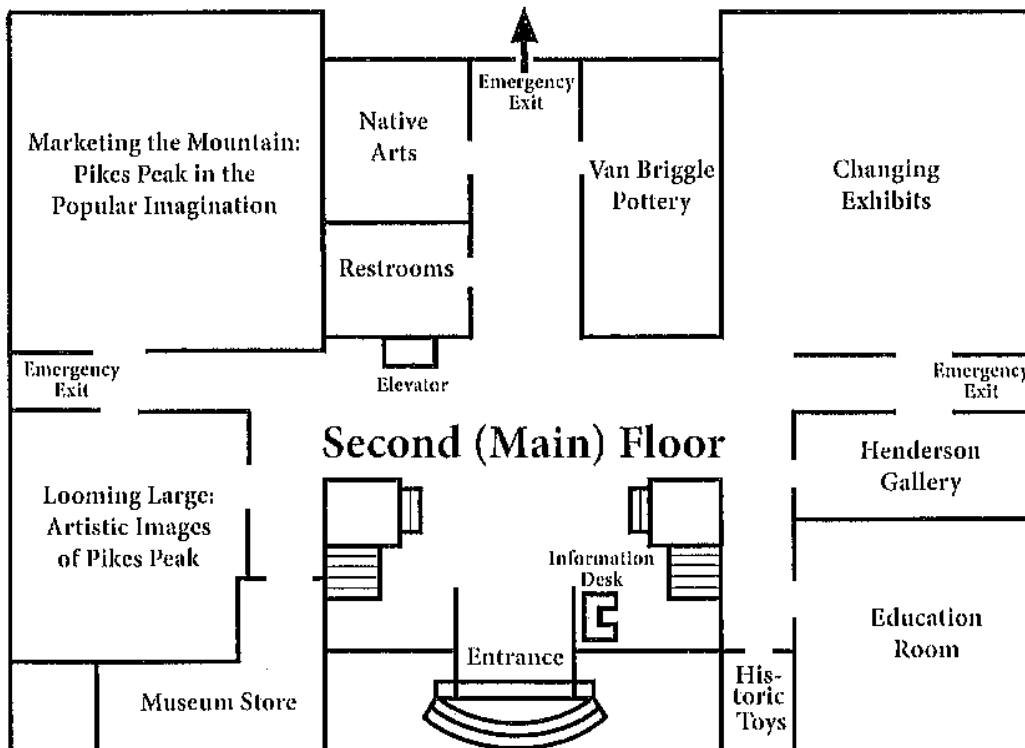
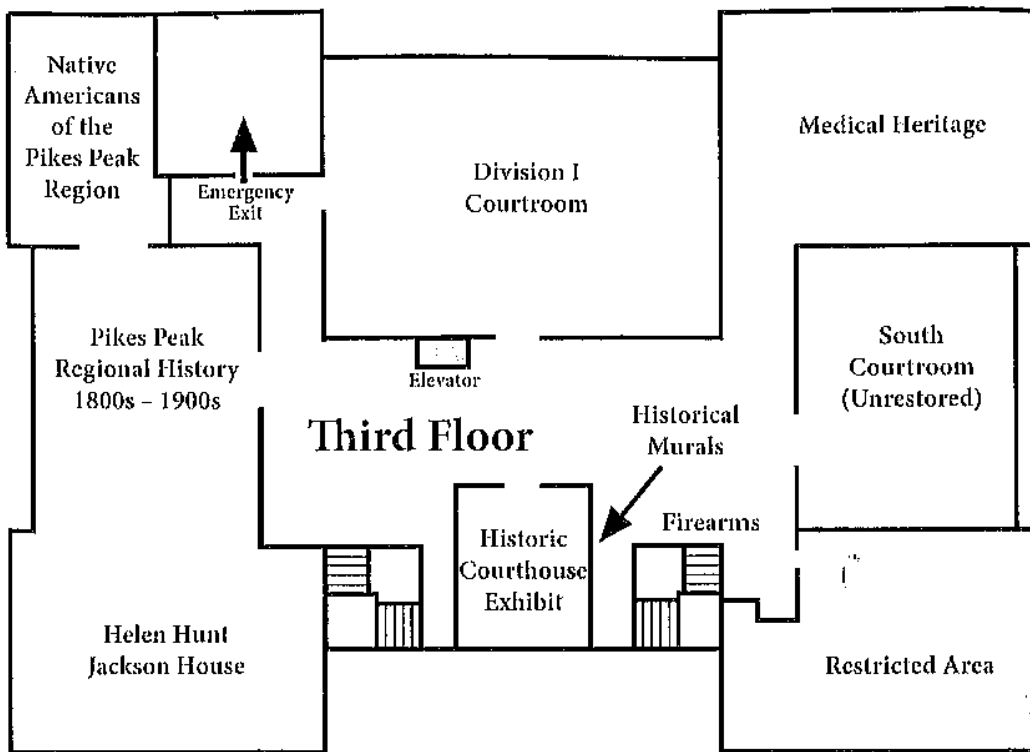
* Food is limited ONLY to the Main Floor Lobby area. Use of exhibit galleries, both on the Main Floor and the 3rd Floor, require special approval and may contain other limitations than those included in the Facilities Use Guidelines. ***Absolutely NO FOOD OR DRINKS are allowed in the Division 1 Courtroom, or in any of the exhibit galleries.***

Deposit: Also required for any event is a non-refundable damage deposit of **\$100.00** in order to book and secure a date. ***This deposit is due when the contract for use of the Colorado Springs Pioneers Museum is signed.*** The CSPM is not bound by the contract until the deposit is received. The deposit will be applied to the cost of the event if there is no damage, special clean-up or other out-of-pocket expenses incurred by the CSPM.

Cancellation Policy: Cancellations must be received in writing thirty (30) days prior to the scheduled event. If the Applicant/Sponsor cancels the event thirty (30) calendar days or less before the event is scheduled to take place, they will owe the entire remaining balance of the rental fee which must be paid at the time of cancellation.

Please be aware that if a Museum project/restoration/exhibit change is scheduled around the time of your event, this will take precedence.

CSPM Floor Plan



(215 S. Tejon Street)