

Colorado Mountain Club Building Operating Procedures

Location: [15605 West 32nd Avenue, Golden CO 80401](https://www.google.com/maps/place/15605+West+32nd+Avenue,+Golden,+CO+80401)

1. Reservation Requirements

- Reservations for rooms will be made by contacting the CMC Office staff at office@cmc.org or by calling 303-279-3080 x 3
- Anyone making a reservation for the building must be the designated point of contact for the usage.
- The reserving individual must be a CMC member and make the reservation for a CMC activity, event, course, class, seminar, or workshop. This includes use of the parking lot and outdoor spaces on the property.
- Any attendee of a CMC activity, event or class must be registered through CMC.org.
- Only reservable spaces may be used with a valid reservation, with the exception of the two bathrooms and kitchen facilities which can be used with any with respect to others in the building.
- Reservations must be communicated during CMC office business hours and at least 48 hours in advance.
- Any use that has been reserved and not used must be communicated as soon as possible. Cancellations due to weather conditions or another force majeure are acceptable.
- Reservations are subject to availability. Reservations may be made as early as 1 year in advance.
- Requests will receive confirmation in the form of an email, otherwise they are not confirmed.

2. Setup and Access

- Table and chair setup is the responsibility of the Instructor or School Director and cannot be requested from CMC office personnel.
- A/V equipment is available for use and should be included in the reservation request. This equipment is not guaranteed, and it is the responsibility of the user to confirm compatibility with any equipment in advance. A laptop or computer is typically required of the user and is not something that can be rented out.
- Reservable hours (subject to availability):
 - Weekdays: 9:00 AM to 5:00 PM

- Weeknights: 5:00 PM to 9:30 PM
- Weekends: 6:00 AM to 9:30 PM
- An access code with an expiration date will be issued to the individual making the reservation. This code must not be shared with any other individual.
- A three-strike policy applies to access codes. If a member violates the *access policy* three times, they will not receive future codes. This may be extended to committees, sections, etc.
- Day use parking is available for the purposes of carpooling. Bathroom use is not included with these requests outside of normal business hours.
- Overnight use of the building and property is not permitted without specific permission from the office with the reservation request.
- Overnight parking must be communicated in advance.
- Outdoor spaces around the building may be used following Leave No Trace principles.

3. Building Use and Conduct

- Observe signage directing users away from private offices and restricted areas (e.g., rented space on the west side beyond bathrooms in the front hallway).
- Any damages or building issues must be reported using the QR building code reporting system.
- Emergency building issues should be reported using the non-business hour phone number: (720) 767-3868. Immediate responses may not be available; any major issues should be reported to the police or fire department as appropriate. Emergency contact numbers will be posted at the building's front entrance.
- Alcohol is permitted in accordance with County and State laws. Moderation is required. No sale of alcohol is allowed on the property.
- Recreational drugs are not permitted on the property.
- Smoking is not allowed within 100 feet of any entrance. Cigarette and other flammable products must be fully extinguished and disposed of in a designated receptacle (e.g., a blaze orange or yellow spray paint #10 can).
- Users must acknowledge and adhere to the appropriate use agreement when accessing CMC internet. This will appear as a pop-up upon login.
- The CMC office is not intended as an address for personal mail outside of mail for CMC related activities and programs.
- If catering is being used with the event it should be communicated with the reservation.

- Noise levels should be kept at a volume that is not disturbing to local residents.
- The adjacent properties to the West 32nd address are privately owned and should not be travelled through.
- Fires are permitted in specifically designated areas only and must be approved of in advance with the reservation request. These include fires for educational and social purposes.

4. Safety & Security

- An AED and fire extinguisher are available at the front entrance. Any use should be reported via the QR building code.
- A first aid kit is located in the building and identified in the building floor map at each entrance. Any use should be reported using the QR building code.
- If an indoor space is reserved on the weekend and the access code does not work, the first point of contact is the designated Group contact with a contingency code. Any use of the contingency code should be reported via the QR building code and will be reset after each use.
- Security cameras are present on the property.
- Use of the climbing wall is restricted to individuals who have completed the Wall Leader training within the last two years. For training inquiries, contact: climbingwall@cmc.org / CMC Wall Manager. Trainings occur every three months and are listed on the CMC calendar.
- All minors must be accompanied by a parent or adult. Minors are strictly prohibited from using the climbing wall without a Wall Leader present.
- Any violation of the CMC Code of Conduct should be reported using Navex.

5. Facility Cleanliness & Fees

- A fee will be charged for any usage that results in trash or food residue being left behind. Fees may also apply for stains from mud, beverages, or other sources. The fee amount is determined by the office and will be communicated to the point of contact and the Group liaison.
- No leftover food or beverages may be stored in the building; all must be disposed of in the dumpster.
- At the end of an event, the kitchen space should be wiped down and dishes cleaned or put away; bathrooms should be checked for cleanliness; and trash/recycling consolidated if necessary.

- CMC is not responsible for personal items brought in by participants.

6. Closing Procedures

1. Turn off all lights before leaving.
2. Return all A/V equipment to labeled containers.
3. Dispose of all food and beverages in the dumpster; do not leave anything in the kitchen.
4. Report any issues using the QR building code report form.
5. Ensure all windows are shut.
6. Close all doors securely.
7. Report any use outside of operating hours using the QR building code report form.

CMC Member Signature: _____ Date: _____

Building Report Form (QR in building): [[LINK](#)]