



Use of City Hall Auditorium and Designated Outdoor Assembly Areas

1. The City Hall Auditorium and the designated outdoor assembly areas (see map) may be scheduled for public use. Scheduling is on a first-come first-served basis. Preference is always given to City uses, and the City reserves the right to cancel a previously confirmed reservation at any time for a City or other governmental use.
2. The City Hall Auditorium is available Monday through Friday 8 a.m. – 5 p.m. except for holidays; the designated outdoor assembly areas are available seven days a week 9 a.m. – 6 p.m.
3. The City Hall doors facing 5th Street will be opened for meetings scheduled inside the City Hall Auditorium. These doors will not be opened for outdoor uses.
4. No food or beverages, other than water, are allowed in the Auditorium and the user shall leave the room in the same condition as found.
5. Alcoholic beverages are not allowed on City property.
6. No music or unnecessary or unreasonably loud event shall be scheduled in the Auditorium or in the designated outdoor assembly areas. A user producing unnecessary or unusually loud noise may be cited in accordance with GJMC 8.16.010 and/or 9.04.030.
7. No climbing, sitting, or standing shall be allowed on the fountain, artwork, wall(s), cornerstones, sign(s), bicycle rack(s) or hydrant(s) in, near or around the designated outdoor assembly areas.
8. Users shall be responsible for complying with any and all applicable laws, rules, regulations and ordinances. These regulations may be amended from time to time by the authority of the City Manager pursuant to GJMC 2.12.010 AND City Charter Article XVII, paragraph 143.
9. Maximum occupancy limits established by the Fire Department (paragraph 11 hereof) shall be strictly enforced by the user for each assembly area(s). An unobstructed ingress and egress shall be provided by and be maintained by the user from City Hall through the designated outdoor assembly area(s) and in and around the Auditorium during normal business hours and/or at times when the building is occupied.

10. Persons seeking to use the Auditorium, or the outdoor assembly areas may [apply to reserve space](#) pursuant to these regulations by contacting the City Clerk's office. Non-City reservations shall be confirmed on a reservation form and completed by the person responsible for the reservation.

11. For-profit users are encouraged to use Grand Junction Convention Center and/or local hotel and motel meeting rooms. The Grand Junction Convention Center can be contacted at info@grandjunctionevents.com or 970-263-5700. For help scheduling at other venues please contact Visit Grand Junction at visitgj@gjcity.org or 970-244-1480.

12. Please [visit the form center to submit a reservation application.](#)

Maximum Occupancy Limits	City Clerk Contacts	Contact
Auditorium - 130	Selestina Sandoval	970.244.1509
Outdoor Assembly Areas - 200	Kerry Graves Krystle Koehler Misty Williams	cityclerk@gjcity.org
1. West (5 th Street) 60 2. South (Front of City Hall) 140		

Outdoor Assembly Areas in navy.

