



Name of Facility: _____

Date Requested: _____

Time: _____ To: _____

GRANTS & CONTRACTS DEPARTMENT FACILITY RENTAL/USE REQUEST

TODAY'S DATE: _____

RENTER INFORMATION: (PLEASE PRINT CLEARLY)

Name or Organization: _____

Contact Person: _____ Driver's License No.: _____

Street: _____ Home/Cell Phone: _____

City: _____ State: _____ Zip: _____ Business Phone: _____ Fax: _____

EVENT INFORMATION:

Type of Event: _____ Number of Attendees Anticipated: _____

Refundable Deposit: _____

Rental Fee: _____

Insurance: _____

Are you charging fees for any aspect of your Activity? Yes ___ No ___ (organizations only)

If Yes, please explain (including fee): _____

(OFFICE USE ONLY)

Refundable Deposit: _____ Date: _____ Cash ___ Check ___ MO _____ Receipt No: _____

Rental Fee: _____ Date: _____ Cash ___ Check ___ MO _____ Receipt No: _____

Security Required after 8:00 PM? Yes: _____ No: _____

The Renter shall provide at Renter's expense, commercial general liability/third party insurance in the amount of \$103.00 up to 100 attendees to provide coverage for all phases of the scheduled event.

Website for Insurance: www.tulip.onebeaconentertainment.com

Insurance must be paid with Credit/Debit Card. A certificate of insurance must be provided to Facilities Management within (1) one week prior to occupying the Facility for any phase of the scheduled event. The certificate of insurance must name Rio Arriba County as additional insured.

For consideration of requests for use of the Center, this form must be completed in its entirety and returned to the County within 5 business days along with \$150.00 refundable deposit.

All payments shall be received at least 10 business days before the event unless otherwise noted.

All checks are payable to "Rio Arriba County".

RENTER SIGNATURE: _____ DATE: _____

FACILITY MANAGER: _____ DATE: _____

GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

BUILDING USE POLICY

1. Smoking is prohibited in all areas of the facility.
2. Alcohol is prohibited in all areas of the facility.
3. Children accompanying adults must be supervised at all times.
4. Lessee is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles.
5. Please do not engage in utilizing or opening any other rooms that are not reserved by you.
6. Certificates of General Liability Insurance are required for functions held at Community Center and Playground. Host group or individual will be notified upon submission of a completed facility use request form. Insurance is mandatory for all events.
7. Rio Arriba County reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as prerequisite to rental.
8. The Lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or Center's property resulting from Lessee's use.
9. Rio Arriba County does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
10. Clean the facility following use; properly replace tables and chairs; removal and proper disposal of all trash after each function; Senior Center kitchens are NOT available for public use, anyone caught or reported using unauthorized kitchen will automatically forfeit their deposit.
11. Outdoor activities cease at 9:00 p.m.
12. Indoor activities cease at 8:00 p.m. In the event that the facility is reserved the following day, renter is responsible for the cleaning of the facility the same day of use or will be charged for an additional day of use.
13. Taping, mounting or displaying items on any painted surface is not allowed.
14. Any items/supplies brought into the facility or placed on the Center's property must be removed within 24 hours of the conclusion of the Lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.
15. Insure that all lights are turned off, all doors and windows are closed and locked.
16. No use of Commercial Kitchens (Rural Events Center), (Chimayo CC), (El Rito CC)
17. Secure all doors, windows and gates after use; all keys must be turned in the next business day before 12:00 noon.
18. Requests for additional tables and/or chairs will be charged \$1.00 per chair and \$5.00 per table. Requests must be made (7) seven days before scheduled event date. Please be aware that tables and chairs are upon availability.

BUILDING FEES FOR (1) ONE DAY RENTAL

1. Rental Fee: Graduations, Birthdays, Wedding Showers, Baby Showers, ETC. \$100.00 Nonrefundable.
2. Rental Fee: Funerals - \$50.00 Nonrefundable
3. Meetings: County Related No Fee
4. Meetings Non Profit Entity \$50.00
5. Cleaning & Damage Deposit - \$150.00 (will be returned after building is checked)
6. Insurance: \$103.00 by Credit/Debit Card only up to 100 guests. Nonrefundable

In requesting the use of said Community Center, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental. By violating any of the rules above, I understand my deposit will automatically forfeit.

RENTER SIGNATURE: _____ DATE: _____

FACILITY MANAGER: _____ DATE: _____