

**HUERFANO COUNTY COMMUNITY CENTER
WALSENBURG, COLORADO
RULES
RESERVATION INFORMATION & RENTAL AGREEMENT**

RULES:

- 1) The signer of the Rental Agreement shall be considered the legal agent of the organization or group, and as such, the signer shall be responsible for use of the Community Center and must be at least 18 years of age.
- 2) The renter is financially responsible for any damages in the Community Center incurred during their rental period.
- 3) The renter will ensure all applicable deposits/rental fees are paid in full and in advance of the requested event date. Rental fees shall be paid by cash, check or money order. A damage/cleaning deposit in the amount of \$300.00 dollars is required on all rentals; and shall be paid separate of any applicable rental fees. The damage/cleaning deposit is considered for refund only after the Community Center has been inspected by Huerfano County personnel. In the event damages occur, the cost of repair or replacement will be deducted from your deposit. Repair and replacement costs are based on current value; cleaning is billed on an hourly basis. Should damages and costs exceed the \$300.00 dollar deposit, renter agrees to reimburse Huerfano County for the excess expense within 30 days from the date of a statement. If payment is not received within 30 days from the date of statement the unpaid balance will be sent to collections. A twenty-five (\$25.00) service charge will be charged on all returned checks. If the Community Center is left in an acceptable condition the \$300.00 dollar damage/cleaning deposit will be returned in full within 30 business days.
- 4) Immediately upon completion of the event the premise rented shall be cleaned of all trash, the floor swept and mopped and all tables and chairs wiped down and returned neatly stacked in area designated. The kitchen if utilized shall be cleaned including counters, sinks, and appliances. The restroom(s) shall be cleaned including counters, sinks and toilets. All doors and windows shall be closed and locked.
- 5) For-profit organizations must provide a Certificate of Liability Insurance in the amount of \$1,000,000.00 dollars to indemnify Huerfano County from and against all liabilities, damages and or claims to individuals or property arising from the use of the Community Center or grounds by the renter or any other individual using said facility rented. Huerfano County shall be named as an additional insured.
- 6) **Alcoholic Beverages – Permit Required:**

If alcoholic beverages are served at the event:

 - 1). The renter must apply for an “Application for Permit For Consumption of Alcoholic Beverages On Property Owned By Huerfano County”. The application must be approved before the event.

- 2). Security shall be provided by a uniformed law enforcement officer who is currently employed by a law enforcement agency, and who holds a valid P.O.S.T. Certification **OR** by a uniformed security guard who is bonded and insured. The law enforcement officer or security guard will be present for the duration of event; at renter's expense.
- 3). The Huerfano County Board of County Commissioners reserves the right to waive the requirement for the presence of a uniformed law enforcement officer or a security guard during the event.

7) No smoking is allowed in the Community Center or within 25' of the building perimeter.

8) **Keys to the Community Center are available by contacting maintenance staff at 719-989-8020 or 719-225-0470 excluding weekends and holidays NO EXCEPTIONS.** The renter is responsible for returning the key immediately after the completion of the event. The key shall be placed in the secured lock box located on the exterior wall outside the north side Community Center door. If key is not returned by 9:00 a.m. the next business day the renter will be billed \$75.00 dollars. This fee is due 30 days from date of invoice; if unpaid the amount will be turned over to collections.

9) All food items, personal items, and equipment brought to the event must be removed immediately following the event. Huerfano County is not responsible for lost, stolen or items left behind.

10) All rentals are subject to a minimum one hour charge. **All rental payments are due before the event begins.** The Huerfano County Commissioners reserve the right to review all applications and waive all or a portion of the rental fees charged. In the event all or parts of rental fees are waived, returns will be made within 30 business days of the Board's decision.

11) The **maximum occupancy of the gymnasium is 350.** The **maximum occupancy of the meeting room is 60.**

12) No exits shall be blocked in any manner.

13) If you have an emergency dial 911.

14) It is the responsibility of the renter to verify and comply with any/all COVID19 or other orders in place at time of event.

RESERVATIONS:

To make a reservation please call (719) 738-3000 extension 105. Reservation requests are honored on a first-come; first-serve basis. County sponsored events shall have first priority in the use of County owned/managed properties. Reservations are deemed complete only after receiving a completed Rental Agreement form, associated deposit and rental fees.

In case of a "community emergency" Huerfano County Government reserves the right to terminate the rental/event with or without prior notice. In this instance all deposits/fees will be returned in full.

HUERFANO COUNTY- COMMUNITY CENTER RENTAL AGREEMENT

The Huerfano County Community Center is available for rent by non-profit and for-profit groups alike. The signer of this Rental Agreement shall be considered the legal agent over the age of 18, and as such, be responsible for use of the Community Center, and compliance with the rules as set forth.

Please print all required information:

Name of Renter/Responsible Party: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: () _____ Alternate Phone: () _____ Email: _____

Brief Description of proposed activity/event: _____

Will alcoholic beverages be provided at the event: _____ Yes OR _____ No

Date Requested: _____ Arrival Time: _____ Departure Time: _____

Please note: Rental time must include time needed to set-up and clean-up event. Due to other individuals or organizations having reserved the Community Center there are no early arrivals or late departures.

Please check what you are requesting to rent:

Wireless Internet Connection: _____

_____ Gymnasium _____ Kitchen _____ Meeting
Room

Set Deposits (subject to change):

Damage/Cleaning Deposit: \$300.00

Is a waiver of rental fee requested? _____

Set Fees (subject to change):

Gymnasium \$25.00 per hour (**\$200.00 Max**)
Kitchen \$35.00 in conjunction with Center use
Kitchen Solely \$50.00
Meeting Room \$10.00 per hour

I, _____ have received a copy of the Rules and Reservation requirements pertaining to renting the Community Center in Walsenburg, CO. I have also done an inspection of the facility and found it clean and to my satisfaction. I further agree to release Huerfano County Government its officers, employees and assigns from any liability or responsibility for any injury, accident, loss or damage to any person(s) or property arising out of the use of the Community Center. I agree to pay \$_____ for the rental fee and a \$300.00 dollar damage/cleaning deposit.

Please make checks or money orders payable to the Huerfano County Treasurer.

Renter/Responsible person signature: _____ Date: _____

Drivers License Number: _____ Date of Birth: _____

If any deposit/fees are returned please mail to: _____

_____ City _____ State Zip Code _____

Mailing Address

City

State Zip Code