



Civic Center Room Rental Agreement and Application

858-0360 – 325 E. Aspen - Permit # _____

Name/Organization Name: _____ E-mail address: _____
Address: _____

Phone: _____ Street _____ City _____ ZIP _____
Date(s) of Rental: _____

Time(s) of Rental: _____ (am/pm) No. of People Expected: _____

The renter is required to sign for a key on the last working day before the event and the key must be returned to the Community Center Guest Services, 324 N Coulson, on the next business day. If no key is signed out, the renter forfeits the key deposit fee paid. The event set-up and clean-up is also the responsibility of the renter. Payment for rental use begins upon entering the room for set-up and the time the door is locked after clean-up. A Cancellation fee of \$5.00 is charged for requested cancelled reservations. If event is not cancelled in the 48 hours before event, there will be no fees refunded.

Type of function: _____

Note: If additional chairs, tables or special equipment are required it will be the renter's responsibility to make their own arrangements.

<input type="checkbox"/> Multi-Purpose Activity (not for meetings) (max. capacity 24)	<input type="checkbox"/> Rotary Room (max. capacity 49)
<input type="checkbox"/> Old Chamber Room (no tables or chairs available) (max. capacity 49)	<input type="checkbox"/> Lions Room (max. capacity 44)
<input type="checkbox"/> North Council (max. capacity 49)	

Civic Center Room use fees:

- First 2 hours *without food and drinks*\$20.00 \$ _____
 - each additional hour.....\$10.00 _____ hours × \$10 = \$ _____
 - First 2 hours *with food and/or drinks*\$50.00 \$ _____
 - each additional hour.....\$20.00 _____ hours × \$20 = \$ _____
 - Refundable Room Deposit.....\$50.00 \$ _____
 - Refundable Key Deposit.....\$25.00 \$ _____
 - Cleaning if necessary.....\$20.00/hour _____ hours × \$20 = \$ _____
- Total** \$ _____

TERMS AND CONDITIONS

- All rules, regulations and ordinances of the City of Fruita shall be strictly-complied with by all person(s) in attendance for the use noted above.
- Renter(s) is required to pick up a key for the Civic Center and the room from the Community Center Guest Services referencing this reservation. On departure of building, renter(s) is required to return the key(s) to the Community Center staff.

3. Smoking is prohibited within the building. Receptacles can be found at each entrance.
4. All person(s) in attendance for the use noted above will confine themselves strictly to the use of the designated room(s). The entrances and halls are used for access only to the rooms and restrooms.
5. No damage of any kind or description will be done to the building or any of its contents by any person(s) in attendance for the use noted above, and that the undersigned person(s) will hold harmless and indemnify the City of Fruita for any person(s), whose property may be within the building, for loss or damage to such property caused by any person(s) in attendance for the use noted above, or for any damage or injury arising for any reason for the use noted above.
6. Renter(s) shall be responsible for the setting up of the rooms and leaving the room and contents in the same condition as found in. Spills in rooms must be cleaned up. Check the condition of the restrooms before leaving. When food items are left in the trash, or over-filled trash can; trash should be carried out to the dumpster (north of the building) and a new liner placed in can.
7. There may be someone using the room immediately following you, so be sure to leave it ready for their use. Please secure all doors upon conclusion of your building use. If additional cleaning time is required, you will be charged a cleaning fee for rooms.

Payment must be made in full when the application is submitted at the City of Fruita Recreation office in the Fruita Civic Center, 32N Coulson, Fruita, CO 81521. We do not guarantee use of room until full payment has been received. The City reserves the right to use any City facility at any time. Upon any un-for-seen circumstances of the City requiring use of a previously rented facility, we will provide a 48-hour advance, verbal notice to the undersigned person(s) and refund any prepaid fees.

Refunds will be made to original payer of deposit.

After hours emergency phone number is 911.

After hours non-emergency phone number is 250-7835 (ONLY for Facility Use Problems such as power loss, clogged toilets, etc.)

I/We have read, and understand the above rental terms and conditions and agree to comply with all rules and regulations as previously stated. I also acknowledge that I am solely responsible for all person(s) in attendance of the above function and shall be held accountable for their action(s) as well as my own.

Signature _____
Date

Signature _____
Date

OFFICE USE ONLY

Date Key Out:	Key #:	Date Key In:
Calendar Amended:		Date Walk Through: _____ Initials: ____
Comments by Staff:		Date Deposit Refunded: