



CITY OF FRUITA – 858-0360 – 101 W McCune Ave - Permit # _____
COMMUNITY ROOM RENTAL AGREEMENT AND APPLICATION

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

Address: _____
Street City ZIP

Phone: _____ 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 Recreation office 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 not be fees refunded.* Helium balloons may cause damage to the ceiling fans if they get loose. Please be aware that the repair/service fee will be withheld from room deposit and costs for labor invoiced, to remove the balloons.

The kitchen facilities and equipment are available only if reserved. Tables (____) *Initial* _____, and chairs (approximately 64) are located in the storage area for your use. The renter will be responsible for obtaining, at their own expense, more tables and chairs if needed. Fire Code capacity is (180) for this room with no furniture or equipment. **THIS CAPACITY IS AFFECTED BY GYMNAS TIC EQUIPMENT CURRENTLY IN THE ROOM.** Please make your plans accordingly.

The renter is also responsible for:

1. Taking the trash out to the dumpster located in the northwest corner of the north parking lot;
2. Cleaning all parts of the kitchen area (if used) including stove, oven, refrigerator, counters, dishes, and floor area if part of reservation;
3. Bringing all cleaning supplies needed;
4. Sweeping and mopping entire Community Room floor (all linoleum);
5. Making sure room is left set up exactly the way it was found upon entry (i.e., stacking chairs, cleaning and stacking tables away, gymnastic equipment);
6. Making sure all restrooms are clean, including sinks, toilets, and floors;
7. Check that all doors are locked and secure before leaving the premises. (Police Services Building office hours are M-F 8:00am to 7:00pm. Lock Community Room doors upon leaving and all doors (inside and outside) must be locked when you leave the building after business hours.)
8. Return keys to the Fruita Recreation office Monday - Friday 7:30am-6:00pm, the next business day after the event and City staff will verify the condition of the room during business hours before a deposit will be refunded.

Initial/Date: _____

In consideration of the permission to use the Community Room, the Renter also agrees:

1. To abide by all rules, regulations, and ordinances of the City of Fruita, as well as those in attendance for the use noted above;
2. To NOT allow smoking inside the building in any area by any person in attendance;
3. To make sure all attendees confine their use to the Community Room and restrooms ONLY; Hallways are for walk-through use and not part of the rental area;
4. To be responsible for all setting up of the room and returning it to its original condition;
5. To limit food and drink use to the Community Room only;
6. To cancel at least one (1) week in advance in order to have portion of fees reimbursed;
7. No damage of any kind or description will be committed upon the building or any of its contents by any person(s) in attendance, 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 by reasons for the use noted above.

Initial/Date: _____

