Civic Center Room Rental Agreement and Application
858-0360 – 325 E. Aspen - Permit #____________

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 out keys to unlock doors and open locked trash dumpster for each reservation. The renter is responsible for acquiring keys on the last working day before the event and the keys must be returned to the Community Center Guest Services, 324 N Coulson, on the next business day or at end of event. If no keys are signed out, the renter forfeits the key deposit fee paid. Civic Center staff are not responsible for opening locked doors for reservations. The event set-up and clean-up, including emptying all trash containers, 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.

☐  Rotary Room (max. 49)
☐  Independence Room (max. 44)
☐  Monument View Room (dance or fitness ONLY– no tables or chairs) (max. capacity 25)

**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**

1. 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.

2. Renter(s) is required to pick up keys 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 keys to the Community Center staff.

3. Smoking is prohibited within the building and on City of Fruita property.
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. The dumpster key will be provided with door keys.

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 Fruita Community Center, 324 N 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 unforseen 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

<table>
<thead>
<tr>
<th>Date Key Out:</th>
<th>Key #:</th>
<th>Date Key In:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Calendar Amended:</th>
<th>Date Walk Through: _________  Initials: ___</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comments by Staff:</th>
<th>Date Deposit Refunded:</th>
</tr>
</thead>
</table>