

Facility Use Application and Rental Agreement

Town of Lake City
 P.O. Box 544
 Lake City, CO, 81235

Town Hall Ph: 970-944-2333
 Facilities Manager: Ben Hake, (970)403-6301
 Facilities Assistant: Daniel File (970)964-7694

Date of Application _____ Date of function _____

Type of Function _____ Time of Function _____

Organization: _____ Tax Exempt: Yes No

If yes, have you provided proof of tax exempt status? Yes No

Primary Contact Person: (print)

Address _____

Phone _____ Email _____

Facility Requested (Minimum one hour charge and fees per hour, except where noted)

Rental	Fee	Hours Requested	Rental Cost
Armory Main Hall	\$20.00 per hour with a max of \$200.00 (not charged for hours between 10PM and 8AM)		
Inflatables	\$60.00 Per Hour		
Armory Multi-Purpose Room	\$20.00 Per Hour		
Armory Kitchen	\$25.00 Per Hour		
Town Park or Memorial Park	\$20.00 per hour, max of \$200.00 per day		
Town Park Pavilion	1-6 hours is \$20.00 per hour and 7+ hours is \$200.00 per day.		
Memorial Park Concessions Stand	\$10.00 per hour. (Max of \$60.00)		
Memorial Park Beach Gazebo	\$20.00 per hour (Max of \$200.00)		
Ski Hill	\$600 per 4 Hours. (Up to 16 people. Over 16 people is an additional \$30 per person)		
Tables	\$4.00 each		
Chairs	\$.25 each		
*Regular Porta-Potty (Max of 4)	\$50.00 Each, per day		
*ADA Porta-Potty (Max of 2)	\$75.00 Each, per day		

**Must Submit Porta-Potty Rental Agreement
 \$400 Flat Deposit & \$100 Delivery/Pickup Fee Required*

Refundable Cleaning/ Damage Deposits

Armory Main Hall	\$500 <input type="checkbox"/>	Town Park and Memorial Park	\$300 <input type="checkbox"/>
Armory Multi-Purpose	\$200 <input type="checkbox"/>	Memorial Park Concessions Stand	\$200 <input type="checkbox"/>
Armory Kitchen	\$500 <input type="checkbox"/>	Memorial Park Beach Gazebo	\$200 <input type="checkbox"/>

Alcohol Use

Will alcohol be consumed? (check one) Yes No

Will a fee be charged for alcohol? (check one) Yes No

If yes to a fee being charged for alcohol, you must obtain a special use permit

Locates: Dial 811

To avoid damaging underground utilities and sprinkler systems, locates must be called in 5 days prior to the event and before any tents are put up in the parks by calling 811.

FACILITY RULES, REGULATIONS AND POLICIES

Refundable Cleaning/Damage Deposits

All cleaning/damage deposits shall be by a separate check made payable to the Town of Lake City and shall be in addition to payment of rental cost. The deposit check will be returned the next business day following the event, if facility left in satisfactory condition, as determined by the facilities manager. The deposit check shall be deposited the business day following the event, if the condition of the facility is unsatisfactory, as determined by the facilities manager. Renters shall be charged \$25.00 per person, per hour for cleaning deemed unsatisfactory by the facilities manager. Renters shall also be charged the replacement cost for any property/facility damage resulting from any Town facility rental. All charges shall be deducted from the cleaning/damage deposit received and renters shall be responsible for all additional property/facility damage, including replacement costs, that exceed the cleaning/damage deposit.

Renters initials _____

Trash Removal

All renters are responsible for the cleanup and removal of all trash generated while park/facilities are being used. Renters shall not utilize any Town dumpsters or trash receptacles for disposal of trash before/during/after rental period, unless permission is obtained from the facilities manager for an additional fee. The fee per bag shall be \$5.00 or a charge per portion of the dumpster used based on current costs.

Renters initials _____

Cancellation

A renter shall be entitled to a full refund for cancellations made at least fourteen days prior to the event. There shall be no refund of the rental fee for any cancellations made less than fourteen days prior to the event, regardless of the reason. Any cancellation shall be made in writing.

Renters initials _____

Alcohol, Gambling and Drug Policy

Gambling is not permitted on any Town facility. Use of alcohol for private functions shall be permissible so long as the event is private and guests are not charged for admission to the private function or for the consumption of alcohol. Renter agrees that any advertising of an event where alcohol will be consumed shall be by invitation only. Renter shall not advertise any event on social media as open to the public nor shall any other advertising medium refer to the event as being open to the public. Renter shall be responsible to take all reasonable steps necessary to prevent possession or consumption by underage person(s). Renter shall be present at any event where alcohol is served for the entire event and is liable for any injury or damages sustained as a result of the use of alcohol by any person(s) attending the event. Renter understands and agrees that if an admission fee will be charged for an event where alcohol will be served or if there will be a charge of any kind for alcohol, a special event license must be obtained from the Town. Renter acknowledges that obtaining a special event license may take sixty (60) days or longer.

Renters initials _____

Theft or Damage to Renter’s Property

The Town of Lake City will not be responsible for theft or damage of any private property while using our facilities.

Renters initials _____

Parking

Parking is limited to designated areas and is available on a first come first serve basis. Vehicles parked in “No Parking” areas will be towed at owner's risk and expense

Renters initials _____

Town of Lake City Sprinkler Systems

The park sprinklers are usually programmed to run at 10:00 pm. every night in season. It is the renter’s responsibility to ensure that the sprinklers are turned off by coordinating the shut off with the facilities manager.

Renters initials _____

Facility Rental Rules

1. All posted rules and regulations shall apply and be followed by renters and their guests. Failure to follow rules and regulations shall result in the loss of privilege of future rentals.
2. No nails, staples, tacks, or damaging adhesive material/tape shall be used to display or hang anything on walls, seating, floors, or any other surface.
3. Smoking cigarettes, pipes or cigars are prohibited anywhere inside the armory complex or any in other Town facilities or within 15 feet outside any exterior doors or exterior walls.
4. No recreation equipment shall be used during the rental period unless previous arrangements have been made with the facilities manager, and any renter will be responsible for any damage to equipment resulting from the rental.
5. During the cooler season, all doors must remain shut during rental period for energy conservation. Any violation of this rule will result in the loss of privilege of future rentals.
6. Renters using tables, chairs, or other heavy objects during their rental period are responsible for any damage to Armory floor resulting from dragging, dropping, or misuse of these objects.
7. Any minor who is a guest of the renter shall be supervised by an adult. Such supervision shall be line of sight supervision. The Town of Lake City shall not be responsible for any injury sustained by any minor as result of the rental.

Renters initials _____

Housekeeping/Event Cleanup Checklist

Renters shall be responsible to ensure that all applicable items listed below have been completed before leaving the rented facility:

- All trash is removed from the facility
- Tables and chairs are cleaned and returned to the storage area
- Bathrooms are clean
- Floors swept and mopped, if necessary
- All signage and decorations are removed
- Parking area trash is removed
- Lights are turned off
- All doors are locked and keys returned

Renters initials _____

Kitchen Cleanup Checklist

Renters using kitchen facilities shall be responsible to ensure that all applicable items listed below have been completed before leaving the rented facility:

- Dishes shall be washed, sanitized and put away
- Pots and pans shall be washed, sanitized and put away
- Stove shall be cleaned
- Countertops shall be cleaned
- Walls cleaned where required

Renters initials _____

RELEASE AND INDEMNIFICATION

I, _____, hereby certify that I have filled out this facility use application and rental agreement (Form) accurately and truthfully. I agree to update this Form if anything changes. I also certify that I have read, understand and will abide by the facility rules, policies and regulations set forth by the Town of Lake City, and in signing this application and rental agreement, I hereby agree that I, and the organization I represent, shall hold the Town of Lake City and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of Town facilities or equipment. I further agree to promptly reimburse the Town for any clean up loss or damage to Town property resulting from this use.

I, _____, shall indemnify and hold harmless the Town from all costs arising out of any liability for injury or damages to persons or property sustained by reason of my use operation, use or occupation of the facilities, whether authorized or not, or by any act or omission of guest of mine or my organization, or any of its officers, agents, employees, guests, patrons, or invitees. Renter shall pay for any damage, loss or theft of the property, caused by these persons.

I, _____, shall use the premises in a safe manner and shall comply with all applicable municipal, state and federal laws and rules and regulations pertaining to the facility, and all other rules and regulations prescribed by the fire and police departments and other governmental authorities in effect during the rental period. I agree that I shall not use any part of the premises for the sale of liquor or for any unlawful purpose or in any manner so as to injure persons or property on or near the premises. I shall not allow or do any act during the term of this rental agreement which will injure any part of the facility.

I, _____, understand that the Town assumes no responsibility for any property placed in the premises, and is released from any liabilities for any loss, injury or damages to person or property that are sustained by reason of the occupancy of the premises under this agreement. All protective services desired by the renter must be arranged for by special agreement with the Town.

By my signature below, I hereby agree to be personally liable and responsible for any damage to the facility resulting from this rental and I am 21 years of age or older.

Signature of renter: _____ Date: _____

Signature of facilities manager: _____ Date: _____