



# Community Center Rental Agreement

## Facility Requested:

- Upstairs
- Downstairs
- Entire Building
- Club Room Only

## Applicant Information:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/ State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

## Other Groups involved with Event:

Name \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Description Involvement \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Description of Involvement \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Description of Involvement \_\_\_\_\_

*(Attach additional sheets if necessary)*

## SPECIFICS OF EVENT:

- General Admittance (Paid Entry)
- General Admittance (Free Entry)
- Invitation Only Event

Date(s) of the Event: \_\_\_\_\_

Number Anticipated to Attend: \_\_\_\_\_

Times of Event **Including** Set Up and Clean Up: \_\_\_\_\_

Will There Be Alcohol: Yes  No

Please List the Number of Tables and Chairs requested (quantity available to request):

**Tables:** 8'X30" (20) \_\_\_\_\_ 6'X30" (5) \_\_\_\_\_  
 6' Round (2) \_\_\_\_\_ 5' Round (5) \_\_\_\_\_

**Chairs:** Padded Chairs \_\_\_\_\_ (90)

\*More chairs may be available on request

**Please explain the nature of event:** *(Attach additional sheets if necessary)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby acknowledge that I have read this application and Terms of Agreement and the information is correct; I agree to comply with any and all codes, ordinances, laws, regulations or restrictions which may apply. I understand that failure to comply may result in legal action, which may include but not necessarily be limited to closure of the event. I acknowledge the accuracy of any plot plan provided and further acknowledge that the burden for the accurate placement of any structure is my sole responsibility.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Town Approval \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*PLEASE NOTE: Entrance keys for the Community Center MUST be picked up from Town Hall during regular business hours (M-F 8:30am-4:30pm) the day of the event. If the event is scheduled for a weekend or holiday, keys may be picked up one business day prior to the event. Town Hall is located at 175 E 3<sup>rd</sup> Street, Palisade, CO 81526. \*\*\***

# Community Center Rental Agreement

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## TERMS OF AGREEMENT

The Town and Licensee hereby agree, to wit:

- 1) PAYMENT:** All base payments and refundable damage deposit payments are due prior to above stated event being scheduled. User fee is **non-refundable** and are due at least two weeks prior to event
- 2) INSURANCE:** Licensee understands and agrees Licensee shall assume all responsibility for the acts and actions of Licensee's guests or attendees as a result of this Agreement for use of the Palisade Veteran's Memorial Community Center. It is understood that the Town requires proof of Public Liability Insurance in the amount of at least \$150,000 per occurrence/\$600,000 per aggregate occurrence, and that the Town must be named as an additional or co-insured and that the Town may at its discretion increase the liability amounts per event. ***At the Town's Request dependent upon event size.***
- 3) AGREEMENT TERMINATION:** The Town reserves the right to terminate this agreement at any time, with or without cause, upon giving the licensee written notice thereof.
- 4) DAMAGE AND CLEANING DEPOSIT:** Deposit is due upon submittal of the community center rental agreement. Reservations will not be scheduled until deposit has been paid and agreement has been submitted. Deposit will become **non-refundable** if event is canceled less than two weeks prior to scheduled reservation. The grounds, inclusive of all structures, must be left as they were received or a portion of the damage deposit may be kept. If the damage exceeds the deposit, the licensee will be held liable.
- 5) TRAFFIC:** Licensee is responsible for traffic control and flow. This includes all traffic control devices (i.e. flaggers, signs, cones). Licensee is responsible for providing adequate shuttle service as to not impede the flow of traffic. Please make an appointment with the Chief of Police prior to development of your traffic plan. Licensee understands that the Town must approve any traffic plan at least thirty days prior to the event. ***At the Town's Request dependent upon event size.***
- 6) SECURITY:** Licensee agrees to furnish and pay for adequate police or security officers as directed by the Town to police or patrol above stated event. ***At the Town's Request dependent upon event size.***
- 7) EMERGENCY PERSONNEL:** Licensee must provide the Fire Chief with an estimated number of attendees for the Mesa County Emergency Services Coordinator to ensure the proper number of EMS Staff. Licensee agrees to furnish and pay for adequate emergency services personnel as directed by the Fire Chief. ***At the Town's Request dependent upon event size.***
- 8) INSTALLATIONS:** Licensee is hereby granted permission to install at Licensee's expense such items as displays, exhibits, decorations, etc. but will not be permitted to move or change any permanent fixtures attached to and a part of the building/facility, or to nail or tack any materials to the walls or ceilings of said building/facilities. Licensee further agrees to refrain from marring or defacing said buildings/facilities in any form whatsoever, and to return the premises in same condition as when received, ordinary wear and tear expected. All decorations etc., must be non-flammable and be approved by the Palisade Fire Department. Premises must be returned to previous condition and approved by the Town.

# Community Center Rental Agreement

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**9) CLEANING:** Is defined as the removal from the premises and surrounding areas of all Licensees exhibits, displays, decorations, debris, trash and all debris and trash generated by any spectators or guests of the Licensee's events. The Town will supply trash cans; however, Licensee is responsible for liners and removal of all trash.

The Following items need to be addressed before leaving the building: Clean/Mop/Vacuum Tile/Wood/Carpet floors; Remove ALL trash (includes Bathroom) and deposit in outside dumpster; Replace all trash container liners; Wash all chairs and tables and, if needed, stack as found. If any of the before items are not addressed cleaning charges may be withheld from the Damage Deposit.

*All cleaning supplies are located and labeled in the cleaning room*

**10) FLOORS:** Do not drag items across the floor. Please use the rubber tire dollies to move chairs. Tables must be carried or use table cart to move or restack.

**13) LIABILITY:** The Licensee hereby agrees to indemnify, save, defend, and hold harmless the Town and their officers, agents, servants, and employees from any and all claims, causes of action, and suits accruing or resulting from any damage, injury of loss to any person or persons or personal property, including all persons to whom the licensee may be liable under any workmen's compensation laws, and the licensee himself, and from any laws, damage, causes of action, claims or suits or damage, including but not limited to loss of property, goods, wares, merchandise, or livestock caused by or arising out of, or in any way connected with the exercise of the Licensee's privileges herein.

**14) VENDORS:** Licensee understands that all vendors at any event must be properly licensed in accordance with state and local laws and ordinances.

**\*IF THE CENTER IS LEFT AS CLEAN AND  
UNDAMAGED AS IT WAS WHEN IT WAS  
ENTERED UPON, ORDINARY WEAR EXCEPTED,  
THE DAMAGE DEPOSIT WILL BE RETURNED;  
OTHERWISE IT WILL BE USED TO REPAIR THE  
DAMAGES OR TO PAY FOR THE CLEANING OF  
THE CENTER.\***

**SEE CHECKLIST PROVIDED AS AN ADDENDUM  
TO THIS AGREEMENT**

**PLEASE INITIAL INDICATING YOU RECEIVED  
THE CHECKLIST \_\_\_\_\_**

Fee for Use: \_\_\_\_\_

Deposit: \_\_\_\_\_

Total Due: \_\_\_\_\_

# **NOTICE**

**The following items need to be addressed before leaving the building:**

## **Check List**

1. \_\_\_\_\_ **Clean/Mop/Vacuum Tile/Wood/Carpet floors.**
2. \_\_\_\_\_ **All trash, (which includes Bathroom trash) deposited in outside dumpster.**
3. \_\_\_\_\_ **Trash container liners replaced.**
4. \_\_\_\_\_ **Chairs and tables washed, (if needed) and stacked as found.**
5. \_\_\_\_\_ **Turn OFF lights.**
6. \_\_\_\_\_ **Turn OFF swamp cooler.**

**Any of the above items not addressed shall be subject to additional cleaning fees!**

**Note: Appropriate Cleaning supplies are labeled and stored in the cleaning room.**

**Don't forget to close and lock the doors/windows!**