



TOWN OF COLORADO CITY

P. O. Box 70 * Colorado City, Arizona 86021

Phone & TDD: 928-875-2646 * Fax: 928-875-2778

Facility Use Request

Event Date:	Event Name:	
Requestor's Name (organization or individual):		
Mailing Address:		
Email:	Cell Phone:	Other Phone:
Purpose of Event or Use of Facility:		
Facility Requested:		
Hours Needed:	Event Start/End Times:	Estimated Attendance:
Point of Contact:	Phone:	Email:
Please list any food and/or beverages the organization plans to provide at the facility:		
Fee Schedule: Non-Profit Groups, Public Agencies, Churches, and Schools: \$5/hour, \$30/day Commercial Groups or Organizations: \$15/hour, \$80/day Services for Disadvantaged or Handicapped: No Fee		
Responsible Party Signature:		Date:
Responsible Party's Printed Name and Title:		
<i>By signing above, Responsible Party agrees to abide by the Town facility use requirements.</i>		
Town of Colorado City Signature:		

Town Facility Use Requirements

1. All requests to use the Town of Colorado City facilities (known as “facility”) shall be made only upon the submittal of this application, signed by an individual designated as the responsible party (known as “responsible party”), and filed at the Town Hall.
2. The Town may not grant the request if the nature of the proposed use may be unsafe or damage. Authorization to use the facility may be immediately revoked if any rule or laws are being broken. All Town functions will be given first priority for use of the facility. All other reservations are on a first-come, first-served basis. Payments must be received or arranged for prior to use.
3. The Town does not provide any equipment such as chairs, tables, and training aids, which are the responsibility of the responsible party. Furniture or equipment to be moved onto or into the facility must be identified on the application form and approved by the Town. The Town does not provide secretarial or message services for anyone participating in or attending an event or meeting in the facility.
4. For any use of the facility that includes serving any food or planned physical activities or demonstrations, the responsible party shall provide a certificate of insurance in the amount of \$1,000,000 naming the Town of Colorado City as an “additional insured.” The Town reserves the right to require a certificate of insurance for other unanticipated uses of the facility that may create any liability for the Town.
5. No alcoholic beverages are allowed on Town property. The responsible party may furnish non-alcoholic beverages and refreshments if desired. If beverages and/or refreshments are provided, the responsible party will ensure the facility is treated with adequate care and managed in a professional manner. The Town will not provide any beverages or refreshments. No smoking is allowed in the facility.
6. The responsible party shall ensure that the facility is left in a clean state and restored to its original layout (including chairs and tables) and condition after use. Any event must be done, cleaned up and all individuals and equipment removed from the property no later than 9:00 p.m.
7. If, upon examination, the facility is deemed to be in disrepair and/or unclean, the Town will arrange for any necessary repairs, custodial services, or carpet cleaning and the costs will be charged to the Responsible Party. The Responsible Party will not be allowed to use the facility again until all repair and service costs are reimbursed to the Town.
8. The responsible party shall ensure that the building is secured. All doors and windows shall be locked and checked. If the responsible party is in possession of a facility key after regular business hours, it shall be turned in to the on-duty police officer. If the responsible party loses the key or does not return the key within one business day, the responsible party will be held financially responsible for the changing of the lock. Violations of this section will result in the agency or organization not being allowed to use the facility again for six months.
9. The responsible party, its officers, employees and members shall, through the signing of this application by an authorized party or agent, indemnify, hold harmless and defend the Town of Colorado City and its agents and employees from all suits and actions, including reasonable attorney’s fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property by reason of any action or omission by the Town, its agents or employees, arising out of the use of its meeting rooms or facilities.