

COMMUNITY BUILDING USE

Community Building Address: 525 7th St. - Saguache CO 81149
-Town Clerk's Office is located at-
Town Hall-
P.O. Box 417 at 504 San Juan Ave. - Saguache CO 81149
Phone: 719.655.2232

Reservations:

Reservations for using the Community Building are to be made through the Town Clerk's Office. The building will be reserved on a first come, first served basis. Renters may call Town Hall and ask to be penciled in but all fees must be paid at least one week in advance to confirm the reservation. Keys may be picked up the day before the event and must be returned no later than the first working day following the event.

Fees and Deposits:

- All Fees and deposits, except for any fees and deposits waived by the Town Board at a regularly scheduled Town Board Meeting, must be paid at least one week in advance of the event. Government entities are exempt from providing deposits. **Cleaning fees will not be waived for any event or organization.**
- **Cancellation Policy:** Renters can cancel prior to three days before the event to receive a refund. If an event is cancelled three or fewer days before the event, there will be no refund of the rental and cleaning fees.
- The following fees are currently in effect but may be raised at the discretion of the Saguache Town Board of Trustees:

Rent:

Rent of entire Community Building	\$50.00 per day
Commercial Rent of Community Building	\$130.00 per day
Non-Profit or Gov't Group rent of Community Building	50% discount: \$25.00 per day

Cleaning Fee:

Cleaning Fee -NON refundable, no waivers	\$25.00 per event
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Deposit:

Deposit Damage/Additional cleaning fee - No liquor	\$75.00 per event
Deposit Damage/Additional cleaning fee - Liquor Present	\$150.00 per event
Commercial Rent Deposit refundable after event	\$150.00

- Community groups who commit to at least 20 consecutive uses for a maximum of three hours per week pay \$12.00 per use plus a damage deposit. Because of the reduced rate on usage, these groups may be preempted by full price users.
- If, after inspection by the Mayor or his/her designated representative, no damage or additional cleaning is required, and the key has been returned, the damage deposit will be returned to the renter. If the Town Board has approved an on-going event, a one-time damage deposit may be made and held by the Town until such time as the event is terminated.

Reference: Board of Trustees June 20, 2002; August 15, 2002; September 19, 2002; November 16, 2009, April 19, 2010. Form revised May 2011, approved by Board June 20, 2011.

Liquor:

Liquor will not be allowed in the building for Public Events except by a non-profit organization that has first obtained the appropriate Special Events Liquor Permit from the Town and the State of Colorado.

Private parties that are closed to the public may have liquor in the building provided permission has first been obtained from the Town Board at least one month prior to the event and further provided that they have obtained approval from the Saguache County Sheriff's office.

Insurance:

Applicants who wish to use the Community Building for events at which alcohol will be served, or those which fall under the definition of commercial enterprises, will be required to provide proof of insurance.

Set up:

Set up plans must be submitted to the Maintenance Staff at least one week prior to the event to give the staff time to schedule their work.

Inspection:

Renters will have the opportunity to inspect the building prior to renting but may waive that right. If any problems are found during the initial inspection, these must be reported to the Maintenance Staff immediately: otherwise the renter will assume responsibility for any damages not reported prior to rental.

Renter's Responsibilities:

1. Renter is responsible for inspecting the premises prior to the event and reporting any problems (such as plugged sinks, dirty restrooms, etc.). Any unreported problems will be assessed against the renter.
2. Renter will be required to furnish **additional trash bags** for their use and to bag all trash and leave it in the covered porch area.
3. **Renter should bring additional replacement toilet paper and paper towels to service bathrooms through their event.**
4. Renter will be responsible for notifying Town Maintenance Staff how they want the building set up not less than one week prior to any event.
5. Renter may **NOT** set up or take down chairs and tables.
6. Renter will check to be sure all toilets are flushed before exiting the building.
7. Renter will wipe down table tops after event.
8. Renter will turn down the thermostat to 60° before leaving the building (if heat is on).
9. Renter will clean up any spills on floors or counters.
10. Renter will not tape, tack, tie, nail or otherwise fasten items to the ceiling, the walls, or around windows which will leave permanent marks or cause damage.

11. Renter will remove all tape, streamers and other decorations.
12. If the kitchen is used, renter will rinse out the sink and wipe off counters and stove.
13. Renter will not dump food stuff or other items in the sinks (the garbage disposal does not work.)
14. Renter will **NOT** adjust the temperature on the hot water heater.
15. Renter will turn off all lights except security lights before leaving building.
16. Renter will make sure the building is locked and secure before leaving.

Town's Responsibilities:

1. The Town will be responsible for setting up and taking down chairs and tables for the event.
2. The Town will sweep and mop all floors, including the kitchen.
3. The Town will haul off all trash which has been bagged **and left in the covered porch area.**
4. The Town will clean out and wipe down the refrigerator and thoroughly clean the stove and oven.
5. The Town will thoroughly clean restrooms and replace toilet paper and paper towels.
6. The Town will thoroughly clean tables and chairs.

RENTER:

The next three pages will provide information for renting the Community Building.

- The Walk-Through check-list for the building is Page 4.
- The Event - accounting list is Page 5.
- The Layout Page is Page 6.

Please return Pages 4, 5, and 6 to:

Phone: 719.655.2232
Fax: 719.655.2699
Email: deputyclerk@centurytel.net

Saguache Town Hall
P.O. Box 417
504 San Juan Ave.
Saguache CO 81149

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I understand that any necessary repairs for damages to the facility will be charged at twice the hourly rate of maintenance wages and will be deducted from my damage deposit. **If deposit was not necessary for my event, then the invoice will be sent to me or my organization for payment in full upon receipt.**

I have read the foregoing and agree to the terms and conditions listed.

Signature of Renter

Date

Note: Please sign and return this form to the Town Hall as soon as possible.

WALK-THROUGH OF BUILDING

I, _____, waive the right to inspect the premises. Date: _____

.....**OR**.....

I, _____, have inspected the premises and the following items and have found them in serviceable condition and to my satisfaction. Date: _____

Kitchen [serviceable/clean]
NO YES

Men's Room [serviceable/clean]
NO YES

Sink _____

Commode _____

Stove _____

Urinal _____

Oven _____

Sink _____

Main Room [serviceable/clean]
NO YES

Women's Room [serviceable/clean]
NO YES

Tables _____

Sink _____

Chairs _____

Commode #1 _____

Commode #2 _____

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Saguache Town Hall

PO Box 417

504 San Juan Ave.

Saguache CO 81149

EVENT Title:

EVENT Date:

Contact Name/Phone/Email:

Deposit: _____

Building Rental: _____

Cleaning Fee: _____

Total (rent/clean): _____

Total Amount paid before receiving key (deposit, rent/clean): _____

*NOTE: Deposit check needs to be separate from rental/cleaning check.
Deposit is refundable after building is checked and key is returned.*

INDICATE NEED FOR THESE ITEMS:

___ Extension cords (we have 2)

___ Coffee pot (holds 40 cups)

___ PA system

Key will be picked up (name and date): _____

I (WILL _____ WILL NOT _____) be providing or allowing liquor at this event.

Signature of Renter

Town Clerk or Deputy Clerk

Date

Date

NOTE: Please sign and return this form to Town Hall as soon as possible.

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Office Use:

Deposit received (date, check#): _____

Rent/Clean fee received (date, check#): _____

Key received (date): _____ Circle one: Key #1 #2 #3

Key returned (date): _____

DIAGRAM PAGE (Please draw layout)

Return this form to:

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Email: deputyclerk@centurytel.net

Saguache Town Hall

504 San Juan Ave.

PO Box 417

Saguache, CO 81149

DATE of event: _____

EVENT Title: _____ # of People: _____

CONTACT Name/Phone/Email: _____

Sign or Initial this Layout: _____

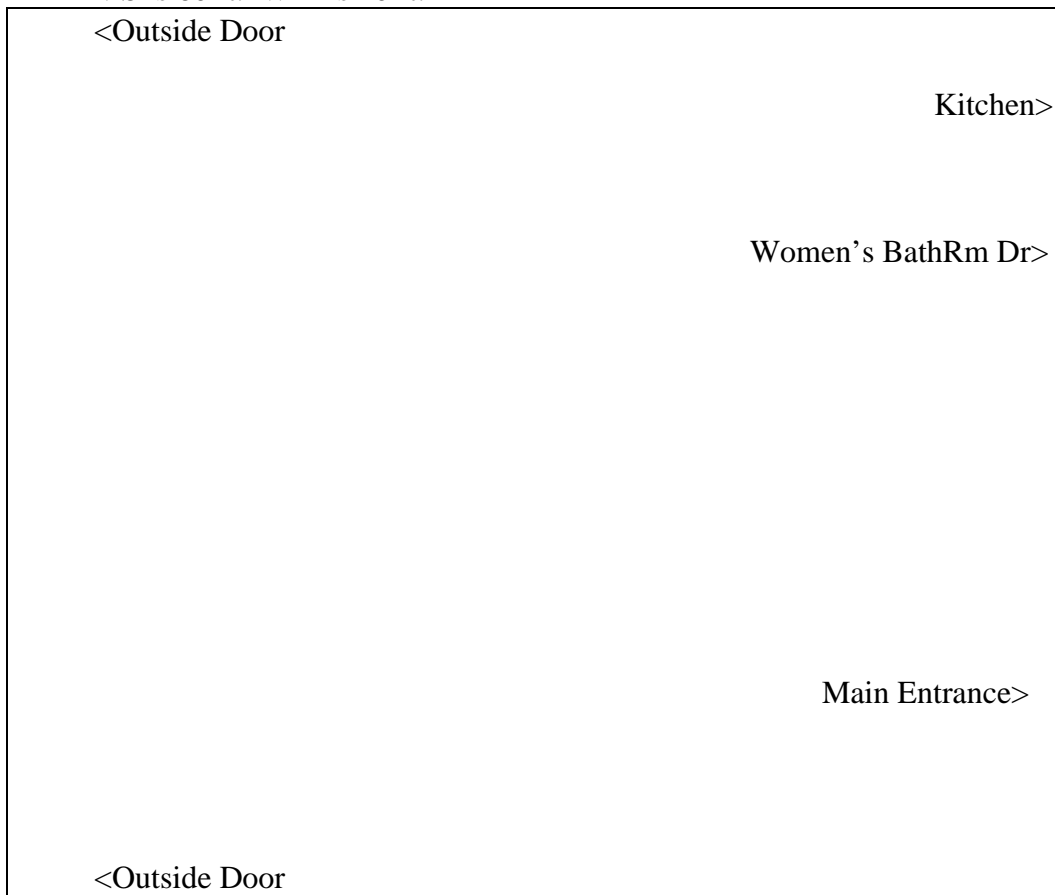
Note: Drawing is not to scale

Available: 25 tables (8' by 3-3 1/2') and 130 chairs

Room can hold 20 tables of seating—Maximum capacity 150 people.

N
W + E
S

N-S is 60 ft. W-E is 40 ft.



NOTE: Please sign & return this form back to Town Hall asap.

Office Use:

Note to Public Works: Asked for: ___ Extension Cords ___ Coffee Pot ___ PA System

Reference: Board of Trustees June 20, 2002; August 15, 2002; September 19, 2002; November 16, 2009, April 19, 2010. Form revised May 2011, approved by Board June 20, 2011.