



Name of Facility: _____

Date Requested: _____

Time: **8:00 AM to 8:00 PM**

ON CALL NUMBER 505-901-7040

**NOTE: FACILITIES ARE NOT AVAILABLE AFTER 8:00 PM.
RESERVATIONS ARE AVAILABLE THREE (3) MONTHS IN ADVANCE.**

FACILITY RENTAL REQUEST

TODAY'S DATE: _____

RENTER INFORMATION (PLEASE PRINT CLEARLY)

NAME (First and Last): _____

Driver's License No.: _____ Home/Cell Phone: _____

Mailing Address: _____ Email address: _____

City: _____ State: _____ Zip Code: _____

EVENT INFORMATION

Type of Event: _____ Number of Attendees Anticipated: _____

Check Facility: Alcalde, Chimayo, Dixon, El Rito, Hernandez, Medanales, San Pedro,
 Truchas, Velarde, Canjilon, Tierra Amarilla Gym, Cebolla, or Chama

Are you charging fees for any aspect of your event? _____ Yes _____ No _____

IF Yes, please explain (including fee): _____

Rental Fee: **(\$250)** event **(\$125)** funeral **(\$125)** meetings; TA Gym **(\$375)** event **(\$200)** funeral; Chama Center **(\$200)** event **(\$100)** funeral **(\$100)** meetings **NO DEPOSIT REQUIRED FOR POLITICAL SUBDIVISIONS – failure to leave the center clean and as you found it may result in no future rentals or reinstatement of deposits. ALL DEPOSITS ARE ON A BLANK MONEY ORDER ONLY.**

NO REFUNDS ON RENTAL FEES (Please see page 2 attached)

(OFFICE USE ONLY)

Refundable Deposit: _____ Date: _____ Cashier Check: _____ Money Order: _____

Rental Fee: _____ Date: _____ Cash: _____ Cashier Check: _____ Money Order: _____

Weekday/Weekend rental keys must be picked up by 3:00 PM on Fridays or the day before your event. NO EXCEPTIONS!!!!

Weekend rental keys, must be turned in by 11:00 am on Mondays. NO EXCEPTIONS!!!! (Keys turned in late may result in forfeiture of deposit.)

Weekday rental keys must be returned the NEXT business day by 11:00 am. NO EXCEPTIONS!!!! (Keys turned in late may result in forfeiture of deposit.)

For consideration of requests for use of any Community Center, this form must be completed in its entirety and returned to the County along with required refundable deposit amount.

All payments shall be received the Friday before the event or the business day before unless otherwise noted.

RENTER SIGNATURE: _____ DATE: _____

FACILITY MANAGER: _____ DATE: _____

GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810
Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992

Last updated 8/21/23

RESERVATIONS ARE (3) MONTHS IN ADVANCE.

FUNERALS: SHALL BEGIN FROM 8:00 AM AND END NO LATER THAN 8:00 PM UNLESS OTHERWISE NOTED

OTHER ACTIVITIES: SHALL BEGIN FROM 8:00 AM AND END NO LATER THAN 8:00 PM UNLESS OTHERWISE

NOTED PLEASE NOTE: USE OF ANY FACILITY BEFORE OR AFTER TIMES SPECIFIED WILL BE CHARGED AN EXTRA DAY!! DECORATING, SET UP AND CLEAN UP SHALL BE DONE ON THE SAME DAY AT TIMES SPECIFIED OR RENTER WILL BE CHARGED AN EXTRA DAY!

BUILDING USE POLICY

1. Smoking, vaping, & alcohol use are prohibited in all areas of the facility.
2. Equipment usage (jumpers, pools, slides, etc.) are strictly prohibited.
3. Children must be supervised at all times by accompanying adult.
4. Renter is responsible for complete clean up and disposal of trash. All trash must be removed to outdoor receptacles.
5. Please do not engage in utilizing or opening any other rooms that are not reserved by you.
6. Rio Arriba County reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as prerequisite to rental.
7. The renter agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or Center's property resulting from renter's use.
8. Rio Arriba County does not accept responsibility for loss or theft of articles belonging to renter or any member of his/her party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by renter of all liability, which may result thereof.
9. Cleaning the facility following use; properly replace the tables and chairs; removal and proper disposal of all trash after each function; Senior Center kitchens are NOT available for public use, anyone caught or reported using unauthorized kitchen will automatically forfeit their deposit.
10. Indoor activities cease at 8:00 p.m. Renter is responsible for the cleaning of the facility the same day of use or will be charged for an additional day of use.
11. Renter is responsible for setting up the same day of use. Taping, mounting or displaying items on any painted surface is not allowed. The use of nails, screws, thumbtacks, staples, duct tape and glue is forbidden on walls, floors, and ceilings.
12. Any items/supplies brought into the facility or placed on the Center's property must be removed within the hours of the rental agreement. Any property left after 8:00 pm will be considered abandoned and will be disposed of.
13. Insure that all lights are turned off, all doors and windows are closed and locked.
14. Secure all doors, windows and gates after use; all keys must be turned in the next business day before 11:00 am.
15. Hold harmless and release from liability the County of Rio Arriba, its employees, management, Board of County Commissioners responsible for the operation of the facility, if applicable, for any claim resulting from the use of said named facility
16. The County is not responsible in case of a power outage. This is beyond our control. We apologize for any inconvenience.
17. If the Community Center is on a community well and there is no water, this is beyond our control. We apologize for any inconvenience.

BUILDING FEES FOR (1) ONE DAY RENTAL

1. Rental Fee Graduations, Birthdays, Wedding Showers, Baby Showers, ETC. \$250/\$375/\$200. All are Nonrefundable.
2. Rental Fee: Funerals - \$125/\$200 Nonrefundable
3. Meetings: County Related No Fee
4. Meetings Non Profit Entity / Businesses etc. \$125/275 Nonrefundable
5. Key Return, Cleaning & Damage Refundable Deposit - \$175/\$275 (Deposit will be returned within 5 business days after building is inspected. Deposits can be mailed or picked up after being notified by the County.)

In requesting the use of said Community Center, I hereby acknowledge that I have read and understand the above terms and conditions, and acknowledge that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental. By violating any of the rules above, I understand my deposit will automatically forfeit.

RENTER SIGNATURE: _____ DATE: _____

FACILITY MANAGER: _____ DATE: _____