



Name of Facility: \_\_\_\_\_  
 Date Requested: \_\_\_\_\_  
 Time: \_\_\_\_\_ To: \_\_\_\_\_

**NOTE: FACILITIES ARE NOT AVAILABLE AFTER 8:00PM WITH THE EXCEPTION OF THE RURAL EVENTS CENTER. PLEASE REVIEW RURAL EVENTS CENTER FEE SCHEDULE IF UTILIZING. RESERVATIONS ARE AVAILABLE THREE (3) MONTHS IN ADVANCE.**

### FACILITY RENTAL REQUEST

TODAY'S DATE: \_\_\_\_\_

**RENTER INFORMATION: (PLEASE PRINT CLEARLY)**

Name (First & Last): \_\_\_\_\_

Driver 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\_\_\_\_, Canones\_\_\_\_, Chimayo\_\_\_\_, Dixon\_\_\_\_, El Rito\_\_\_\_, Hernandez\_\_\_\_, Medanales\_\_\_\_, Rural Events\_\_\_\_, San Pedro\_\_\_\_, Truchas\_\_\_\_, or Velarde\_\_\_\_

Are you charging fees for any aspect of your event? \_\_\_\_ Yes No \_\_\_\_  
 IF Yes, please explain (including fee): \_\_\_\_\_

Refundable Deposit: **\$200.00** for Community Centers  
 Refundable Deposit: **\$400.00** for Rural Events Center  
 Rental Fee: **(\$300)** event **(\$150)** funeral **(\$150)** meetings  
 Rural Events Center-Rental Fee **(\$500)** event for 4 hours **(\$250)** funeral for 4 hours **(\$250)** meetings for four hours **(\$100)** each additional hour  
**Rural Events Center security required & security contract needs to be attached to this form, only funerals excluded**  
**NO REFUNDS ON RENTAL FEES** (Please see page 2 attached)

**(OFFICE USE ONLY)**

Refundable Deposit: \_\_\_\_\_ Date: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ MO \_\_\_\_\_ Receipt No: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ MO \_\_\_\_\_ Receipt No: \_\_\_\_\_

**Weekend rental keys, must be picked up by 3:00 PM on Fridays. NO EXCEPTIONS!!!!**  
**Weekend rental keys, must be turned in by 12:00 noon on Mondays. 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 at least 10 business days before the event unless otherwise noted.

RENTER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 FACILITY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW**

**RESERVATIONS ARE (3) MONTHS IN ADVANCE.**

**FUNERALS: SHALL BEGIN FROM 2:00PM AND END NO LATER THAN 6:00PM UNLESS OTHERWISE NOTED**

**OTHER ACTIVITIES: SHALL BEGIN FROM 8:00AM AND END NO LATER THAN 8:00PM 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 is prohibited in all areas of the facility.
2. Alcohol is prohibited in all areas of the facility.
3. Children accompanying adults must be supervised at all times.
4. Renter is responsible for complete clean up and disposal of trash. All trash to 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. Clean the facility following use; properly replace 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.
12. Any items/supplies brought into the facility or placed on the Center's property must be removed within 24 hours of the conclusion of the Lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.
13. Insure that all lights are turned off, all doors and windows are closed and locked.
14. No use of Rural Events Center kitchen unless certified to use commercial kitchens.
15. Secure all doors, windows and gates after use; all keys must be turned in the next business day before 1:00 pm.
16. 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

**BUILDING FEES FOR (1) ONE DAY RENTAL**

1. Rental Fee Graduations, Birthdays, Wedding Showers, Baby Showers, ETC. **\$300** Rural Events Center- **\$500** Each additional hour at Rural Events is \$100 All are Nonrefundable .
2. Rental Fee: Funerals - **\$150 Nonrefundable** Rural Events Center **\$250 Nonrefundable**
3. Meetings: **County Related No Fee**
4. Meetings Non Profit Entity / Businesses etc. **\$150 Nonrefundable** Rural Events Center **\$250 nonrefundable**
5. Key Return, Cleaning & Damage Refundable Deposit - \$200.00 or \$400.00 (Deposit will be returned within 5 business days after building is inspected. Deposits can be mailed or picked after 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: \_\_\_\_\_