

**TOWN OF MANCOS
SPECIAL EVENTS
COMMUNITY CENTER RESERVATION/RENTAL AGREEMENT**

RULES AND REGULATIONS

1. All cancellations for the facility must be reported to Town Hall 48 hours in advance for refund consideration. (970) 533-7725
2. Return completed application with all applicable fees, deposits and proof of insurance to Town Hall, 117 North Main.
3. During the use of the Community Center, you agree to comply with all state, fire and policy rules and regulations and all Town of Mancos laws, codes, ordinances and resolutions either contained herein, now in force or as hereinafter amended or enacted
4. Alcohol is permitted by authorization of the Town Board through a Town issued Special Events License or a State issued Special Events Permit.
5. The Town of Mancos and its officer and employees will not be liable or responsible for any injury, accident, loss or damage to any person or to any property of any person arising out of your use of the Community Center.
6. Insurance Requirements:
 - a. You will provide the Town of Mancos with a commercial general liability policy with limits of \$2,000,000 or more.
 - b. The Town of Mancos will be named as an additional insured.
 - c. A Certificate of Insurance with the foregoing requirements and a paid receipt showing the policy has been paid will be presented to Town Hall with this application.
7. Damage done to the facility during an activity is the sole responsibility of the user/renter and must be reported immediately to Town Hall.
 - a. All deposits will be considered for refund after the Community Center has been cleaned and inspected for damages.
 - b. In the event damages occur, the cost of repair or replacement will first be deducted from your deposit. Should damages and costs exceed the deposit, you agree to reimburse the Town of Mancos for the excess within 30 days from the date of a statement therefore.
8. Renter will meet with a Town representative for a pre-inspection walk through before taking possession of the key, during normal business hours. The key will be returned to the Town representative during a post-inspection walk through before any deposits will be considered for refund.
9. If you are holding an event during hours when Town Hall is closed, the following contact list is for concerns that require immediate attention only:

- a. Leslie Hopkins (970) 570-1745
- b. Robin Schmittel (970) 533-7011 or (970) 759-1877

- 10. If you have a health or safety emergency, call 911.
- 11. All rental priorities are based on a first-come, first-served basis. Town sponsored events shall have first priority in the use of Town owned/managed properties
- 12. In case of a “community emergency” we reserve the right to terminate the rental/event with or without prior notice. All deposits/fees will be returned in full.

FEES (SUBJECT TO CHANGE)

Not for profit groups (must be 501c3 or equivalent)

Town of Mancos	Meeting Hall - \$10.00/hour
Mancos Valley School District: (Resident)	Meeting Hall - \$15.00/hour
Montezuma County Resident (Outside Mancos School District)	Meeting Hall - \$17.00/hour
In State Group	Meeting Hall - \$20.00/hour
Out of State Group	Meeting Hall - \$25.00/hour

All other groups:

Town of Mancos	Meeting Hall - \$20.00/hour
Mancos Valley School District: (Resident)	Meeting Hall - \$25.00/hour
Montezuma County Resident (Outside Mancos School District)	Meeting Hall - \$30.00/hour
In State Group	Meeting Hall - \$35.00/hour
Out of State Group	Meeting Hall - \$40.00/hour

KITCHEN USE OPTION 1 - \$20.00/hour Town resident or \$35.00/hour Out of Town resident

- Refrigerator
- Counters
- Coffee Makers
- Utensils
- Dishware
- Cookware
- Trash Removal

KITCHEN USE OPTION 2 - \$30.00/hour Town Resident or \$50.00/hour Out of Town resident

- Includes all items in Option 1
- Stoves
- Ovens
- Warmers
- Microwave

KITCHEN USE OPTION 3 - \$30.00/hour Town Resident or \$50.00/hour Out of Town resident

- Professional Caterer – if your event is catered, this includes use of above listed equipment. Must provide proof of current Colorado Food Service License and Insurance.

KITCHEN ADDITIONAL CHARGES:

If the kitchen is not left in a clean, sanitary and acceptable condition based on the attached cleaning checklist as determined by the Town representative, a \$25.00 per hour clean-up fee will be assessed out of the cleaning deposit.

RENTAL POLICIES AND PROCEDURES

- No smoking or illegal drugs are allowed in the facility.
- No fire exit may be blocked by any decoration, table, platform, etc.
- Rentals include only what is listed after each option.
- All options/rentals are subject to a minimum one hour charge.
- No grease cooking allowed.
- Leftover food, personal and rental items must be removed immediately following your event. The Town of Mancos is not responsible for lost, stolen or items left behind.

DEPOSITS

1. \$50.00 Key deposit – fully refundable upon return of Community Center key
2. Cleaning Fee – refund dependent on post-inspection walk through
 - a. \$100.00 Foyer/Meeting Hall
 - b. \$150.00 Kitchen Only
 - c. \$250.00 Foyer, Meeting Hall and Kitchen
3. Security Deposit – refund dependent on post-inspection walk through
 - a. \$200.00 Foyer/Meeting Hall
 - b. \$150.00 Kitchen Only
 - c. \$350.00 Foyer, Meeting Hall and Kitchen
 - d. \$500.00 When alcohol is permitted

INSPECTION WALK-THOUGH CHECKLIST

	Pre Event	Post Event
Foyer		
Dust	_____	_____
Vacuum & Mop Floor	_____	_____
Meeting Room		
Dust	_____	_____
Mirrors	_____	_____
Vacuum & Mop Floor	_____	_____
Trash bagged	_____	_____
Bathrooms		
Sinks & Toilet	_____	_____
Mirrors	_____	_____
Vacuum & Mop Floors	_____	_____
Trash bagged	_____	_____
Kitchen		
Wipe ovens & stove tops	_____	_____
Clean oven racks	_____	_____
Wipe warmers	_____	_____
Wipe refrigerator	_____	_____
Wash & replace utensils	_____	_____
Wash & replace cookware	_____	_____
Bleach all countertops	_____	_____
Sweep & mop floors	_____	_____
Trash bagged	_____	_____

- **Unplug warmers after use. Turn off all ovens and stoves.**
- **Bagged trash must be placed by the back door.**
- **Cleaning supplies are located by the back door.**

Please be advised if you do not comply with all of the above requirements and regulations, you will not be allowed to use the Community Center for your event.

Name of Organization: _____

Address: _____

Contact Person: _____ Phone: _____

Would you like contact information listed on our Community Center Schedule? _____

Room(s) Requested: Foyer _____ Meeting Room _____ Kitchen _____

Event: _____

Date/Day Requested: _____ Time Requested: _____

Key checked out to: _____ Key returned: _____

IN WITNESS WHEREOF, I have been provided the entire requirements and agree to the regulations of this Agreement as executed this _____ day of _____, 2009.

ACCEPTED BY:

Print Name

Signature

TOWN OF MANCOS

Town Representative

Town Administrator

(Office Use)				
Rental Fee	_____	_____	_____	_____
	Amount	Date	Ck/Cash	Insurance
Cleaning Dep.	_____	_____	_____	_____
	Amount	Date	Ck/Cash	Ret/Date/Ck#
Security Dep.	_____	_____	_____	_____
	Amount	Date	Ck/Cash	Ret/Date/Ck#
Key Deposit	_____	_____	_____	_____
	Amount	Date	Ck/Cash	Ret/Date/Ck#
Ref. Ord. #514, 496, et al/Code 9.24				