

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

Entered into this _____ day of _____, 20_____, with _____
and the Town of Mancos.

RULES AND REGULATIONS

- A. All cancellations for the facility, must be reported to the Town Hall, 48 hours in advance of refund consideration. 533-7725.
- B. Return complete application to the Town with the application fee, required deposits and proof of insurance.
- C. There shall be no activity that is for pecuniary gain (personal profit) in any public Town facility without written consent of the Town Administrator or his designee or as approved for a special permit in Ordinance #514.
- D. Damage done to the facility during an activity is the sole responsibility of the user/renter and must be reported immediately to Town Hall.

D-1 All deposits will be considered for refund after the Center has been cleaned and inspected for damages.
- E. When necessary, renter agrees to pick up the key the day of the activity at Town Hall, during normal business hours. For weekend events the key needs to be picked up at Town Hall on the last working day prior to the event. The key needs to be returned to Town Hall at the conclusion of the event/activity.
- F. The facility must be left clean with all rubbish and personal items removed at the conclusion of the rental. Animals are not permitted (Ref. Ord. #496).
- G. Alcohol is permitted by authorization of the Town Board through a Town issued Special Events License or a State issued Special Events Permit.
- H. You must have a rider from your insurance company showing your coverage for your event. Information on obtaining these license/permits are available from the Office of Town Clerk. The Town of Mancos reserves the right to change, revoke or cancel any request or issued permit.
- I. 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.

Sara Kimball – 533-7276

Tom Glover – 749-2900

Robin Schmittel – 533-7011 or 759-1877

If you have a health/safety emergency call 911.

J. The Town of Mancos is not responsible for injuries or accidents incurred.

K. FEES: (subject to change)

Not for profit groups (must be 501c 3/or equivalent):

Town of Mancos: Meeting Hall-\$7.50/hr

Mancos Valley School District: Meeting Hall-\$10/hr
(Resident)

Montezuma County Resident: Meeting Hall-\$12.50/hr
(Outside the Mancos School District)

In State Group: Meeting Hall-\$15.00/hr

Out of State Group: Meeting Hall-\$17.50/hr

All other groups:

Town of Mancos: Meeting Hall-\$15/hr

Mancos Valley School District: Meeting Hall-\$20/hr

Montezuma County Resident: Meeting Hall-\$25/hr
(Outside the Mancos School District)

In State Group: Meeting Hall-\$30/hr

Out of State Group: Meeting Hall-\$35/hr

DEPOSITS:

Key deposit – Refundable (check deposit)-..... \$50

Cleaning fee – Partially refund available (check deposit)- \$100 Foyer/Meeting Hall
\$150 Kitchen only
\$250 Kitchen, Foyer and Meeting Hall

Security Deposit – Refundable (check deposit)-.....\$200 Foyer/Meeting Hall
\$150 Kitchen only
\$350 Kitchen, Foyer/Meeting Hall
\$500 When alcohol is permitted

I have read the rules and regulations listed above. I hereby agree to abide by these conditions and will accept responsibility for the activity listed on this application.

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: _____ (date & initial) Key returned: _____

Representative / Contact Person Signature

Date

Authorized Signature/Town Representative

(Office Use)				
Rental Fee	_____	_____	_____	_____
	Amount	Date	Ck/Ca	Insurance
Cleaning Deposit	_____	_____	_____	_____
	Amount	Date	Ck/Ca	Returned /Date/Ck #
Security Deposit	_____	_____	_____	_____
	Amount	Date	Ck/Ca	Returned/Date/Ck#
Key Deposit	_____	_____	_____	_____
	Amount	Date	Ck/Ca	Returned/Date/Ck#
Deposit Review	_____	_____		
	Date	Comments		
Ref. Ord. #514, 496 et al / Code 9.24				