



**TOWN OF IGNACIO
COMMUNITY ROOM USE POLICY**

A fee has been imposed for the use of the Community Room to recover cleaning costs and/or damage repairs to the Abel F. Atencio Community Room (\$20.00 – up to 4 hours; \$25.00 – 4 hours or more per day).

All groups shall be subject to the fee with the *exception of other elected governments (county, state, federal or tribal) which must have an elected official sign assuming responsibility should damage occur during the use of the room, and must be accompanied by a letter from the agency.

ASSUMING RESPONSIBILITY FOR IGNACIO COMMUNITY ROOM

_____ Date of Request _____ Received/ Approved By

I _____ on behalf of _____
 (Print name) (Group or Government Agency)

do hereby assume responsibility should damage occur to the Town of Ignacio Community Room while

in use on _____ from _____ to _____ for the purpose of
 (Date) (Time) (Time)

 (Activity/Function /Event)

_____ (Signature) _____ (Work Phone) _____ (Cell Phone)

*Groups with a history of making grounds improvements for the Town of Ignacio in lieu of payment may continue to use the Community Room under the same arrangements. This must be agreed on by both parties in advance.

RULES AND REGULATIONS FOR USE OF COMMUNITY ROOM (PLEASE READ BEFORE SIGNING)

1. Individual signing permit is responsible for facility and conduct of the group while using facility.
2. Individuals' copy of the permit must be in his/her possession during the use of the facility or else the group can be removed from the premises.
3. The Community Room must be left in the same condition as when you entered. (Trash, chairs, heat, lights).
4. Any individual using the premises accepts the condition of the facility as is, and is fully responsible for any such use. Furthermore, such individuals using the premises hereby fully release and hold harmless the Town of Ignacio for any damage or injury which may occur during use of this facility.

Key Issued (Date & Staff Initials) _____ Key Returned (Date & Staff Initials) _____