



Community Center Use Application and Permit Form

Application Date: _____	Event Name: _____
Applicant Name: _____	Event Type: _____
Applicant Cell Phone: _____	Event Date: _____
Applicant Email: _____	Event Time: _____
Organization Name: _____	# Attendees: _____

The User agrees to comply with all rules and regulations of the Community Center:

1. The User agrees to not violate any Town ordinance or other law while using the Community Center.
2. The User agrees to be responsible for any and all damages to Town facilities that may occur during the period of use.
3. The User agrees that the Town is not responsible for any loss whatsoever incurred by the User.
4. The User agrees to not move any permanent furnishings (*ie: piano, large pieces of furniture, etc.*); only portable tables and chairs may be moved.
5. The User is responsible for restoring the Community Center to the same condition in which it was found. This includes cleaning and placement of all equipment in its proper location. Failure to comply will result in the loss of damage deposit.
6. The User agrees to immediately notify the Town Clerk of any damage.
7. The User agrees to not allow smoking in the building; sitting or standing on tables; and to use only masking tape or poster tape for decorations. The use of cellophane tape, nails, screws, duct tape or glue is not permitted and may result in loss of damage deposit.
8. The User agrees to diligently clean table tops and chair seats.
9. The User agrees to ensure all lights, vents, and appliances are turned off, and that all windows and doors are closed and locked.
10. The User understands and agrees that the damage deposit may be used to cover any damage, cleanup, or loss incurred by the Town.
11. The User hereby agrees to hold the Town of Ridgway, Colorado, their officers, agents and employees harmless on account of any damages to User's persons or property and to defend and indemnify the Town of Ridgway and their officers, agents or employees for any damages suffered, or claims made or adjudged against them arising out of the use of the Community Center by User.
12. Use of the kitchen facilities are prohibited: Monday through Friday, from 8:00 am to 5:00 pm.

I, _____, the User, or authorized representative thereof, hereby state that I have read the foregoing terms, conditions, rules and regulations and hereby agree that for consideration of the use of the Community Center that I and User (*if different*) will comply with all applicable conditions herein.



Permit Application Fee (see below):	\$ _____	Date Paid: _____	Check #: _____
Damage Deposit (see below)	\$ _____	Date Paid: _____	
Projector Deposit: (\$100.00)	\$ _____	Date Paid: _____	
Release of Deposit (Yes/No):	\$ _____	Date Paid: _____	
Local government & special districts: 50% fee waiver			

***Selling** of alcoholic beverages requires an application for a State of Colorado Special Events Liquor License which must be applied for with the Town Clerk, and obtained prior to the event.

<input type="checkbox"/> Signage Approval	<input type="checkbox"/> Insurance/ Indemnity
<input type="checkbox"/> Sales Tax License(s)	<input type="checkbox"/> Special Event Liquor License
<input type="checkbox"/> Other: _____	<input type="checkbox"/>

Category #1:

Any individual, group or non-profit organization holding **public** meetings, classes, etc. that do not require pre-registration. \$5.00 an hour, not to exceed \$25.00 a day. *A public meeting is defined as any meeting in which attendance is open to any person in the community, and is advertised as such.*

Category #2:

Any individual, group or non-profit organization holding **private** parties, receptions, dances, or reunions. \$50.00 for up to 25 people; \$75.00 for over 25 people PLUS \$50.00 damage deposit (*in the form of a separate check, which will be returned only if no excessive cleaning required or damages are sustained*), or \$200.00 deposit if alcoholic beverages are to be served.

Category #3:

All local, state, and federal organizations and entities and local utility companies holding **private** meetings, classes, etc., and commercial ventures: \$75.00 for half day; \$125.00 for full day PLUS: \$100.00 damage deposit (*in the form of a separate check, which will be returned only if there is no excessive cleaning required or damages are sustained*), OR \$200.00 damage deposit, if alcoholic beverages are to be served, and also for all **commercial ventures**.

Category #4:

Any **non-profit community service entity** holding meetings or classes such as first aid, fire safety, CPR, and EMS training will not be charged.