



SANTA FE COUNTY FACILITY USE APPLICATION

This application form is for the rental/usage of any of the Santa Fe County Community Centers. The Centers are managed by the the Community Services Department. If you have questions please contact Gina Montoya at (505) 992-9876 or at gmontoya@co.santa-fe.nm.us. Applications can be faxed to (505) 992-9854 or mailed to Santa Fe County Community Services Department, 2052 Galisteo Street, Suite A, Santa Fe, New Mexico 87505

Facility Name: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone Number(s): _____ / _____

Date Needed: _____ / _____ / _____

Hours Needed:

➤ **Unlock door at:** _____ **Lock door at:** _____

Reason for Use: _____

Number of attendees anticipated _____

Will kitchen be used? _____

**Assumption of responsibility and release of liability:
In accordance with Santa Fe County policy I hereby agree to:**

- Assume responsibility for all guests and for proper use and care of the facility and the contents of the Community.
- Replace or pay for the replacement of furniture, fixtures and other contents that are broken during or as a result of the use of the Center; applicant will be responsible for any deductible associated with a claim against the policy.
- Hold harmless and release from liability the County of Santa Fe, its employees, management, the Board of County Commissioners and the Community Center Committee responsible for the operation of this Center, for any claim resulting from the use of the Center;
- Clean the facility following use; basic cleaning materials will be provided by the County (Note: If a Center has special cleaning supply requirements, those supplies and instructions will be provided by the Center);
- Remove and properly dispose of all trash after each function.

IMPORTANT: All activities that are illegal under state and federal law are strictly prohibited on County property and in County owned or leased facilities. Political events are prohibited. The use of alcoholic beverages is strictly prohibited. Community Centers are smoke free facilities.

(Applicant's signature) **(Applicant's printed name)** **(Date)**

For board use only:

____ Authorization to use Community Center for event as described above

____ Name and phone number of Trustee who will open and close Center _____

Approval must be granted by the designated Trustee of the Community Center. The authorizing board member must sign below:

Designated Trustee Signature

Community Services Department

- ___ \$50 cleaning deposit (refundable)
- ___ \$50 activity rental fee (per day/per activity) for all private uses (non-refundable)
- ___ \$150 Annual fee for one meeting per month.
- ___ \$250 Annual fee (Letter of request approved)
- ___ \$25-\$35 TULIP Insurance cost
- ___ Applicant is offered liability insurance
- ___ Organization is exempt due to government status (Granted)

The cleaning & damage deposit will be returned after the Center has been properly inspected for cleanliness, damage and order. Activity rental fee and cleaning & damage deposit, and insurance fee may be paid by check or money order payable to "Santa Fe County". Cash fees will not be accepted and any payments returned to the County for insufficient funds will result in cancellation of the scheduled event until the applicant is able to pay the fee in full.

* Address to return deposit to if different from above:

Community Services Authorizing Signature

Fees and deposits are set in accordance with the policies and procedures set by Santa Fe County. Fees must be paid at the Santa Fe County Community Services Department, located at 2052 Galisteo Street, Suite A, Santa Fe, New Mexico. Applications can be faxed to (505) 992-9854 or mailed to **Gina Montoya at the following address . Santa Fe County Community Services Department, 2052 Galisteo Street, Suite A, Santa Fe, New Mexico 87505. If you have questions please contact Gina Montoya at (505) 992-9876 or at gmontoya@co.santa-fe.nm.us**