



# SANTA FE COUNTY

## 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 Community Services Department. If you have questions please contact Estrella Martinez at (505)995-9527 or at [efmartinez@santafecountynm.gov](mailto:efmartinez@santafecountynm.gov). Applications can be mailed with payment to: Santa Fe County Community Services Department located at 901 W. Alameda, Suite D, Santa Fe, NM 87505

Facility Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone Number(s): \_\_\_\_\_ or \_\_\_\_\_

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Unlock Door at: \_\_\_\_ : \_\_\_\_ Lock Door at: \_\_\_\_ : \_\_\_\_

Reason for Use: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Will kitchen be used:  Yes  No

### 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 deduction associated with a claim against the policy.
- Hold harmless and release from liability Santa Fe County, its employees, management, the Board of County Commissioners and the Community Center Committee responsible for the operation of the Center, for any claim resulting from the use of the Center.
- Clean the facility following use; basic cleaning materials will be provided by Santa Fe 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

