



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 Public Works Department. If you have questions, please contact 505.992.3010 or sfcutil@santafecountynm.gov Applications can be turned in with payment at: Santa Fe County Public Works Department at 424 NM 599 Frontage Road Santa Fe, NM 87507 Applications can also be mailed to: Public Works Department PO Box 276 Santa Fe, NM 87507

CHECK OR MONEY ORDER ONLY

Facility Name: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone Number (s): _____ **Email:** _____

Date Needed: ____ / ____ / ____

Time needed: _____ - _____

Reason for Use: _____

Estimated Number of Attendees: _____

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 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

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.

Community Centers shall not be used for business or profit making endeavors.

Applicant's signature _____
Applicant's printed name ____ / ____ / ____
Date

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

Designated Trustee Signature
Public Works Department

- ___ \$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 for more than one meeting per month (Letter of request approved)
- ___ \$25 Tulip Insurance Fee
- ___ \$50 Cleaning & Damage Deposit (Refundable)
- ___ \$75 Liability Insurance (Optional)
- ___ 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, and the key has been returned. **Activity rental fee, cleaning and 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 schedule event until the applicant is able to pay the fee in full.

Mail Cleaning & Damage Deposit to (if different from above):

Public Works 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 Public Works Department, located at 424 NM 599 Frontage Road, Santa Fe, New Mexico 87507. Applications can be mailed to Public Works Department PO Box 276 Santa Fe, NM 87504. If you have questions, please contact 505.992.3010 or sfcutil@santafecountynm.gov

EMERGENCY ON CALL PHONE # 505.690.4270 EMERGENCY CONTACT PHONE # 505.490.2234

Check # _____ Money order # _____

Amount _____

YOU ARE NOT ALLOWED TO SET UP THE DAY BEFORE

Person responsible for keys _____ Signature: _____

Phone number _____

Key check out date _____

Return date _____

Public Works representative signature: Checked Out _____ Returned _____

CLEANUP INFORMATION:

1. Glitter and confetti are not allowed
2. Balloons with glitter and confetti are also not allowed
3. If you put up decorations on the walls or ceilings you must use painters tape so the paint is not peeled off
4. You must remove all tape and decorations at cleanup
5. A mop, bucket, broom, and toilet brush is provided
6. Wipe down tables, chairs, and countertops
7. Wipe down the glass doors at the front for finger prints and handprints
8. Wipe down bathroom mirrors for water spots
9. We provide garbage bags for the reciprocals but you may need to bring extra
10. Pick up trash from the parking lot
11. Please be sure to lock the doors when you leave as you are responsible for the facility while you have the key

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