

USE FEE WILL BE CHARGED TO EVERYONE AND EVERY ORGANIZATION

<input type="checkbox"/> Hugo Municipal Community Center 514 2 nd Avenue Hugo, CO 80821-0367 (719)743-2485	<input type="checkbox"/> Eastern Trails Depot Facility 635 4 th Street Hugo, CO 80821-0367
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Name of Organization/Individual: _____

Date Reserved: _____ Time Reserved From: _____ To: _____

Type of Program or Activity (Must be non-profit): _____

Individual in charge of arrangements: _____

Mailing Address: _____

Telephone Number: _____

DAMAGE DEPOSIT OF \$50.00 DUE WHEN THIS FORM IS COMPLETED AND RETURNED TO THE TOWN CLERK'S OFFICE. Deposit will be refunded after use if facility is left in the same condition in which it was prior to use.

USE FEES: \$5.00 PER HOUR
ATHLETIC COURT - \$5.00 PER HOUR (TOKEN NEEDED)

I Hereby certify that I have read and understand the Hugo Municipal Community Center or Eastern Trails Depot Facility Rules and Regulations. I will assume full responsibility for the conduct of the people using the community center or depot facility during the above designated time(s). I have read, understand and agree to the facility use rules as found on the reverse side of this form.

Signature: _____

Date of Signature: _____

DO NOT WRITE IN THIS BLOCK-FOR OFFICE USE ONLY

Reviewed and Approved:

- Conference Room
- Community Room
- Athletic Court
- Depot Facility

Town Manager, Town of Hugo, Colorado

HUGO MUNICIPAL COMMUNITY CENTER AND EASTERN TRAILS DEPOT FACILITY
RULES AND REGULATIONS

1. Reservations for use of the community center and depot facility should be made at least fourteen (14) days in advance of use of the facility.
2. The regularly scheduled meetings of the Hugo Senior Citizens group and the use of the kitchen facility by the East Central Council of Local governments shall have precedence over other uses of the community center.
3. Regularly scheduled meetings of other organized users will have precedence over random one-time users of the community center or depot facility.
4. The community center will not be used for religious purposes.
5. The Town Clerk's Office will schedule all uses of the community center and depot facility as they are available. Use of either facility may be denied if the proposed use is deemed inappropriate by the Town Clerk.
6. Any user using the community center or depot facility will be held responsible for that use. The facility will be left in the condition in which found, and any expenses incurred beyond normal upkeep and maintenance will be chargeable to the user.
7. Any user misusing either facility will be denied further use of both facilities.
8. The Town Clerk's Office will be responsible for locking and unlocking the doors to accommodate scheduled uses of both facilities. The Town Clerk's Office will decide if keys are to be handed out.
9. Alcoholic beverages WILL NOT be permitted inside the community center.
10. Use of tobacco products WILL NOT be permitted inside the community center or depot facility.
11. Use of the community room may also include use and responsibility for the kitchen portion of the facility.
12. Use of the athletic court will only be allowed when there is no activity within the following areas of the municipal building: boardroom, library, conference room, and community room/kitchen. Activities within any of these areas of the municipal building are affected by the noise created by the use of the athletic court; therefore they will have precedence over the use of the athletic court. The community room will not be in use if there are meetings scheduled in the library or board room without consent from the Town Clerk's Office. Meetings in the board room and library can be affected by the noise from the community room.
13. Use of the community center or depot facility will be user fee based, with fees established from time to time by the Board of Trustees.
14. Nothing is to be attached to any wall, floor, ceiling, door or window in the community center or depot facility without prior approval of the Town Clerk or Public Works Director.
15. Use of any portion of the community center or depot facility shall be restricted to non-profit organizations and individual non-profit users.
16. At the discretion of the Town Clerk, any user of the community center or depot facility shall deposit with the town Clerk's Office \$50.00 damage deposit. The deposit will be refunded after use if the community center and depot facility is left in the condition in which found.
17. Mops, broom, and janitorial supplies can be found in the janitor's closet in the men's restroom in the community center and in the utility room in the depot facility.
18. Any unresolved conflicts between the Town Clerk and any community center or depot facility user may be appealed to the board of Trustees.