

Hugo Municipal Community Center
514 2nd Avenue
Hugo, Colorado 80821-0367
(719) 743-2485

Eastern Trails Depot Facility
635 4th Street
Hugo, Colorado 80821-0367
(719) 743-2332

Name of Organization/Individual: _____

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

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

Individual in charge of arrangements: Name: _____

*Mailing Address: _____

Telephone Number: _____

****** 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. If you do not use the building and fail to call the Town Hall and let them know, the deposit will not be returned. DEPOSIT OF \$50.00 SHALL BE REMITTED IN CASH OR CHECK.

USE FEE: \$20.00 PER HOUR

I hereby certify that I have read and understand the rules and regulations governing the use of the Hugo Municipal Community Center or Eastern Trails Depot Facility. 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.

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