

MESA COMMUNITY CENTER FACILITY USE LICENSE

The Mesa Community Club Board has the right to refuse a Facility Use License to any person(s) or entity.

Licensee/Name _____
Organization _____
Mailing Address _____
Physical Address _____
Phone _____ Cell/Work Phone _____
Email _____

Room(s) requested _____

Date of Event: _____ Time Event is to Begin: _____ Time Event is to End: _____
Set up date: _____ Set up time: _____ Clean up completed by (date and time): _____

PID Member? Yes No Type of Rental: Private Public*

***Note: Public Food Serving Events require approval from Mesa County Public Health Department. Additional information is available at Mesa County Public Health website: <http://www.health.mesacounty.us>**

Renter will provide proof of approval of event from MCPH Department or event will be canceled.

Purpose of Use _____
Approximate number of guests : _____ (Maximum Capacity of Main Bldg. Gym is 299; Historic Gym is 172)
Will there be Alcohol Present? No Yes

Alcohol Policies: Please initial if you will be having alcohol at the event. _____

- Alcohol cannot be sold without a Special Events Permit issued by Mesa County. Only non-profit organizations can apply for Special Events Permits. If alcohol is to be sold, a copy of the permit must be returned with this Use License.
- Alcohol may be provided to guests of legal age if no money is exchanged for the alcohol.
- Any event with alcohol must have a designated staff member or volunteer to monitor alcohol consumption
- An additional \$250 deposit is required if alcohol will be served at the event.

Fees:

Rental Fee (see website for clarification) _____
Security/ Damage Deposit (equal to rental fee) _____
Additional time for pre-set-up and/or post take-down fee _____
Alcohol Deposit _____
Cleaning Fee _____
Total Amount Due _____

Payment Policies:

- Member rates are only available to residents and property owners of the Mesa Community Center Public Improvement District.
- The Mesa Community Club will receive only money orders or checks as payment for rental fees and/or damage deposits. **Checks shall be made payable to Mesa Community Club.**
- If the Mesa Community Club receives a check as payment for fees and deposits that does not have sufficient funds, all reservations will be canceled immediately. A fee of \$25 plus bank charges will apply.
- If the Mesa Community Club needs to reissue a refund check at the renter's request, then a stop payment fee will be charged to the renter.

Payment in full is required with the return of this Facility Use License. The facility is not officially reserved until the rental fee and deposits are received.

Additional Policies:

- **An in-person walk-through is required before rentals are considered.**
- **Public event renter will provide proof of approval of event from MCPH Department or event will be canceled.**

Cancellation Policy:

If an event must be canceled, the Use License fee will be refunded under the following formula:

- 25% will be **forfeited** if cancellation is more than 60 days prior to event
- 50% will be **forfeited** if cancellation is 31-60 days prior to event
- 75% will be **forfeited** if cancellation is 15-30 days prior to event
- 100% will be **forfeited** if cancellation is 0-14 days prior to the event.

In the event of a cancellation, security and/or alcohol deposits will be refunded in full. The board may consider extenuating circumstances.

Refund of Security/Damage Deposit Policy:

The security/damage deposit will be refunded in full within thirty (30) business days under the following conditions:

- No damages are sustained to the facility or to any property or equipment within the MCC facility.
- User did not exceed times specified for event. If agreed upon time is exceeded, an additional day's rent will be due.
- The keys were returned to MCC.
- All decorations, objects, food and property not belonging to the MCC are removed from the facility.
- The areas used by the Licensee or renter are returned to a clean and rentable condition. If conditions are not met on the cleaning list, then a \$75.00 cleaning charge will be given. Please refer to the Cleaning List.

The Licensee shall pay any damage and cleaning charges above the amount of the security deposit within ten days of receipt of an invoice detailing such charges.

Additional Policies:

- The outdoor areas are public access and are not included as exclusive to the rental.
- No signs, posters, banners, etc. shall be posted on the MCC grounds without prior approval.
- Items belonging to the MCC shall remain on the MCC premises (i.e: tables, chairs, kitchenware, etc.).
- All items belonging to the MCC shall be secured inside a locked building before leaving the premises, even if clean-up is scheduled for the following morning.
- All music/noise that can be heard beyond the MCC grounds will end at 10:00 pm in consideration of our neighbors.
- Any alterations to the building must have prior approval and be completed by a licensed professional and removed or reversed promptly after the event.
- When using the historic gym, use only Command Strips for hanging items.

The Licensee assumes liability for loss or damage to the MCC property that results from its use of the facility, and agrees to hold the MCC harmless for loss or damage to the persons or property of Licensee's members or guests while at the facility. The licensee shall abide by all terms and conditions stated in this Facility Use License.

All the information on the Facility Use License is correct. I understand that if I have provided fraudulent information regarding my residence in the Mesa Community Club PID or the circumstances of the event, the Mesa Community Club will have the right to cancel the event and keep all payments, including the deposit.

I have read and agree to the terms of this Facilities Use License. By my signature below I certify that I have full authority to bind the Licensee on all matters set forth herein and that I am the principal person responsible for this event.

On Behalf of Licensee (above the age of 18)

Date

Mesa Community Center Representative

Date

Please return completed Use License and Fees to:

Mesa Community Club
PO Box 54
Mesa, CO 81643