



Alamosa Family Recreation Center Room Rental Application

2222 Old Sanford Road Alamosa, Colorado 81101

Phone: (719) 589-2105 * Fax: (719) 587-3541 * www.alamosarec.org

DATE OF APPLICATION:		DATE OF EVENT:		
ROOM REQUESTED:				
Last Name:		First Name:		DOB:
Organization (if applicable):				
Current address:				
City:		State:		Zip Code:
Primary Phone:		Secondary Phone:		Male Female Other
Email Address: (Required)				
Proposed Activity/Event:				
Time(s) of Proposed Activity/Event:		From: _____ To: _____		
Time Requested for Set up and/or Teardown:		Set Up From: _____ To: _____ Teardown From: _____ To: _____		
During Proposed Activity/Event, will you:		Sell or provide alcohol? Y / N		Sell food/beverage/merchandise? Y / N
ROOM RATES PER HOUR	ROOM CAPACITY	COMMERCIAL RATE PER HR	PRIVATE RATE PER HR	NON-PROFIT, TAX EXEMPT, OR GOVT RATE PER HR
CONFERENCE ROOM	15	\$40	\$20	\$10
MULTI-PURPOSE GYM	280	\$100	\$50	\$35
FULL GYM	690	\$200	\$100	\$70
1/2 GYM	345	\$100	\$50	\$35
STUDIO ROOM	40	\$80	\$40	\$30
MEETING ROOM	40	\$80	\$40	\$30
DUAL MEETING ROOM	80	\$120	\$60	\$45
FULL FACILITY	~1,100	\$520	\$260	\$200
DISCLAIMERS: AN ADDITIONAL \$25 PER HOUR FEE IF AFTER AFRC OPERATING HOURS, 2.5% ALAMOSA CITY SALES TAX ON GROSS SALES, SECURITY DEPOSIT MAY BE REQUIRED, SELLING ALCOHOL REQUIRES AN ADDITIONAL PERMIT, AND/OR ANY NON-PROFIT ORGANIZATION MAY BE ASKED TO PROVIDE STATUS DOCUMENTATION.				
Number of Tables:		Podium: Yes / No		Projector: Yes / No
Number of Chairs:		Sound System: Yes / No		Projector Screen: Yes / No
Special Requests:				

I, the undersigned, accept responsibility for the conditions listed on page two and agree to make restitution for any damages to the facility or other city property. I hereby exempt and release the City of Alamosa, it's officers, employees, agents and servants from any and all loss, liability, claims, demands, actions, and causes of actions whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced facility use requested herein.

Applicant Signature: _____ Date _____

Applicant Agreement for Non-City of Alamosa Sponsored Functions

- 1. Applicant hereby agrees to indemnify and hold the City of Alamosa, City Council, the individual members thereof, and all employees free and harmless from any loss, damage, liability, cost of expense that may arise during or be caused in any way by such use and/or occupancy of City facility subject hereto. Applicant agrees to furnish such liability or other insurance for the protection of the public as the City may require.
- 2. I, the undersigned, hereby certify that I will personally be responsible on behalf of the applicant for any damage sustained by the City facilities, furniture, equipment, or grounds accruing through the occupancy or use of said building and/or grounds by the applicant, normal wear and tear expected.
- 3. Applicant agrees to prohibit smoking and illicit drugs by any person under the supervision of the applicant in or on any of the contracted facilities. The sale of alcoholic beverages is subject to additional laws, permits, regulations, and potentially higher insurance limits. Contact the City Clerk’s Office at City Hall, 300 Hunt Ave., (719) 589-2593 for more information.
- 4. Applicant agrees to clear the facility used of the equipment and other paraphernalia **within one hour after use**, unless other arrangements have been made with the Director of Parks & Recreation. Events that go beyond the scheduled time may be subject to additional fees.
- 5. In the event of a cancellation, refunds will **only** be granted if made prior to the day of the event. For weekend rentals, cancellations must be received no later than Friday at 4:00pm.
- 6. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application of use of said facilities.
- 7. This permit constitutes a license which is revocable by the City at any time upon written notification of such revocation to the applicant.
- 8. 2% City sales tax applies to all sales, excluding admission tickets, and must be remitted to the City within 30 days of the completion of the event.
- 9. The following activities are not allowed without advanced written approval of the Parks and Recreation Department: the sale of food, beverages, goods, or merchandise and/or charging admission fees for services.
- 10. Do not advertise your event until the signed use contract is received confirming the reservation.
- 11. A rental deposit may be required for events where food and/or drinks are present. The applicant will be notified of the deposit amount once the application has been reviewed. Deposits will be returned if the facility is left reasonably clean and damage free. The return of the deposit will start the next business day and may take up to two (2) weeks for the renter to receive by mail.

Terms & Conditions for Room Rental:

The provisions of City Ordinances shall apply to any event within the Alamosa Family Recreation Center. If any food or merchandise is to be sold, applicant must attach to this permit, thirty (30) days prior to proposed activity, a letter of intent and receive approval from the Director of Parks & Recreation. No stages or platforms are permitted unless they conform to City building and fire codes and are approved for installation by the Director of Parks & Recreation. The Alamosa Family Recreation Center is a non-smoking/tobacco facility.

COVID-19 Terms and Conditions:

Applicant shall comply with all local, state, and federal public health mandates including, in particular, the current COVID-19 orders from the Governor and from the Colorado Department of Public Health and the Environment. Applicant shall provide the City with a plan showing how Applicant's use of the facility will comply with current health orders. Applicant is strongly encouraged to consult with the Alamosa County Department of Public health in the development of such plan. **Applicant acknowledges that use of the facility is dependent upon following the plan, and that the event may be closed down and Applicant may be cited for trespass or reckless endangerment if it willfully does not follow or enforce the plan.** Law enforcement can cite persons who refuse to wear a mask or leave for trespass.

FOR ADMINISTRATIVE USE ONLY		
Yes / No	Insurance under the Governmental Immunity Act, Colorado Revised Statutes is no less than \$1,000,000 required. If yes, type: Liability or Liquor Liability.	
Yes / No	Sales Tax License required	
Yes / No	Security Deposit required. If yes, amount: \$_____.	
Reservation Fee:	\$_____	Notes/Additional Terms: _____
Additional Fees:	\$_____	_____
Total Rental Amount:	\$_____	_____
Recreation Division Manager Signature: _____		Date: _____