

**DOVE CREEK COMMUNITY CENTER  
CONTRACT FOR BUILDING USE**

P.O. BOX 791  
DOVE CREEK, CO 81324  
(970) 677-9540  
(970) 739-8874 cell

---

DATE OF BUILDING USE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

INDIVIDUAL RESPONSIBLE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**POLICY: Scheduling of events is on a first come, first serve basis. A contract must be signed and fee plus cleaning and damage deposit paid before the community center is used. The Center will be open at the time of need, or in some cases a key will be issued, and required to be returned, immediately following building use to get deposit back.**

**RENTAL PRICES**

**LARGE ROOM** 2/hour min. - \$25.00/hour OR Full day rate - \$100.00 \_\_\_\_\_

**SMALL ROOM** 2/hour min. - \$20.00/hour OR Full day rate - \$80.00 \_\_\_\_\_

**KITCHEN INCLUDED** w/ one room & clean supplies – 2/hour min - \$15.00/hour  
OR Full day rate - \$60.00 \_\_\_\_\_

**ENTIRE BUILDING** 2/hour min. \$40.00/hour OR Full day rate - \$160.00 \_\_\_\_\_

**DIRECTORS CHOICE TO BE DECIDED FOR CERTAIN REASONS**

**Funeral:** \_\_\_\_\_ **Fundraisor:** \_\_\_\_\_ **Non-Profit:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**CLEANING/DAMAGE DEPOSIT: Equal to the amount charged for rental:** \_\_\_\_\_

Payment Source: \_\_\_\_\_ Deposit Source: \_\_\_\_\_ TOTAL: \_\_\_\_\_

YOU WILL BE RESPONSIBLE FOR ALL ROOMS YOU PAY FOR, ALSO OTHER ROOMS IF YOU GO IN  
THEM FOR ANY REASON!

FILL OUT AND FOLLOW CHECK LIST TO RECEIVE BACK YOUR FULL DEPOSIT!

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Town of Dove Creek Parks and Recreation Facility Use Permit**

I, \_\_\_\_\_, \_\_\_\_\_  
Name Address

the undersigned, accept responsibility for the described contracted area or facility and agree to make restitution for any damage to the contracted area or facility which occurs as a result of my use of the contracted area or facility. I hereby hold harmless and release the Town of Dove Creek, its officers, employees, agents and servants from any and all liability, claims, demands, actions or causes of action whatsoever, arising out of any loss, damage, or injury that may occur as a result of my use of the contracted area or facility. I, the undersigned, agree to clean up the contracted area immediately following its use. If I fail to clean up as promised, I agree to pay the Town for the cost of any clean up necessary for the Town to do.

I agree to be responsible for the actions of any organization or affiliate groups who use the facility as part of this permit. I agree all activities shall be conducted in a decent, orderly, and respectable manner and without the use of profanity, verbal obscenity, lewdness, undue noise, or other disturbances or activity offensive to other citizens during the permitted use.

The undersigned ASSUMES ALL RISKS associated with the User’s participation in the activity. IN CONSIDERATION OF ALLOWING THE USER TO USE THE TOWN FACILITY FOR THE ACTIVITY, THE UNDERSIGNED AGREES TO HOLD HARMLESS, RELEASE, DEFEND, AND INDEMNIFY THE TOWN OF DOVE CREEK its staff, volunteers and employees, and its affiliated companies and subsidiaries, including but not limited to those that operate the event and associated events, and all their respective insurance companies, successors in interest, commercial and corporate sponsors, agents, employees, representatives, assignees, officers, directors, and shareholders (each hereinafter a “Released Party”) FROM ANY AND ALL LIABILITY and/or claims for injury or death to persons or damage to property arising from the Participant’s participation in the activity. The undersigned takes full responsibility for any injury or loss to Participant, including death, which participant may suffer, arising in whole or in part out of the activity, INCLUDING THOSE INJURIES AND DAMAGES CAUSED BY ANY RELEASED PARTY’S ALLEGED OR ACTUAL NEGLIGENCE OR BREACH OF ANY EXPRESS OR IMPLIED WARRANTY. By execution of this release, THE UNDERSIGNED AGREES NOT TO SUE THE TOWN OF DOVE CREEK OR ANY OTHER RELEASED PARTY and agrees they are releasing any right to make a claim or file a lawsuit against any Released Party. The undersigned further agrees to defend and indemnify each Released Party for any and all claims of the undersigned and/or a third party arising in whole or in part from the Participant’s participation in the activity. The undersigned agrees to pay all costs and attorney’s fees incurred by any Released Party in defending a claim or suit brought by or on behalf of the undersigned.

I agree violation of any of the terms of this permit may result in the immediate suspension or revocation of the permit and the denial of future permit privileges at the sole discretion of the Town Director of Parks and Recreation or his/her designated representative. If notice of cancellation of a request is not received at the office of the director at least forty-eight hours prior to the date of the event, then I may be held responsible for all charges at the discretion of the director.

I agree to pay the city for any labor, services, costs, fees, incurred as a result of my use of the facility.

PERMITTEE: BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Recreation Director

**CHECK LIST FOR RETURN OF DEPOSIT**

P.O. BOX 791  
DOVE CREEK, CO 81324  
(970) 677-9540  
(970) 739-8874 cell

---

Any and all persons responsible for the Community Center must use this check list and initial all tasks completed in order to receive deposit money back. These conditions apply to all individuals, organizations, clubs, leaders, etc. Thank you for your cooperation!

Cleaning supplies including brooms, mops, mop buckets, and dust pans are located in the broom closet in the big room. Cleaning supplies including smaller broom, dust pan, trash bags, clean rags, and cleaning solution are located in the kitchen.

- \_\_\_\_\_ Shut and lock all windows
- \_\_\_\_\_ Decorations – no nails allowed and all tape, etc. must be removed
- \_\_\_\_\_ *Kitchen:* Wash all dishes and put back where they go, Wipe counters/tables, stove, and refrigerator. Sweep and mop kitchen floor. Empty trash cans and replace liners.
- \_\_\_\_\_ *Bathrooms:* Flush all toilets and urinals. (Hold handle down on urinal to completely flush). Clean sinks, empty all trash cans and replace liners, and pick up all messes.
- \_\_\_\_\_ Clean all tables and chairs and put away in table and chair racks when done using them.
- \_\_\_\_\_ Empty all trash cans and replace liners. Sacked trash should be put in the big dumpster outside and not left in the building.
- \_\_\_\_\_ Sweep and mop all floors, empty mop water in the sink in the broom closet only, and lay out all mops to dry.
- \_\_\_\_\_ Turn off all lights.
- \_\_\_\_\_ Lock all outside doors.

**Please make arrangements to give any keys back and pick up deposit if the terms of this contract have been met.**

Signature of tasks completed: \_\_\_\_\_

***Thank you for your help in keeping the building looking nice!***