

**ELDORADO COMMUNITY IMPROVEMENT ASSOCIATION, INC.
APPLICATION for USE of the COMMUNITY CENTER FACILITIES**

APPLICANT INFORMATION

Applicant Name: _____ Phone Number: _____

Applicant Address: _____

Eldorado Resident: _____ Eldorado Organization: _____ Other: _____

***See Definitions box below to select appropriate rental designation.**

Event Date: _____ Start time: _____ End Time: _____

Purpose of Event: _____ Number of Attendees: _____

****Note: Applicant must be present for event duration.**

Will there be non-amplified music? _____ Will there be alcohol? _____

AMPLIFIED MUSIC OR LOUD NOISE ARE NOT PERMITTED

*****See Terms and Conditions document for guidelines.**

AREA(S) REQUESTED

Classroom: _____ Conference Room: _____ Railroad Train Building: _____

Kitchen: _____ Living Room: _____ Patio/Ramada: _____

Foyer: _____ Entire Facility (except RR bldg): _____ Swimming Pool: _____

RENTAL FEES/DEPOSITS/DOCUMENTS

1. Rental FEES are per the attached schedule: Rental Fees/Deposits/Documents
2. A \$100 Cleaning/Damage/Sound Level DEPOSIT is required for each scheduled event.
3. A Homeowner Insurance Liability photocopy DOCUMENT must be provided.

******Deposit will be forfeited for: 1) failure to promptly clean up after event and/or 2) identified facility damage and/or 3) failure to comply with request(s) by ECIA Representative to lower noise level.**

DEFINITIONS

1. Rental Periods:
 - a. Two Hours - Any two hour period from 7:00 am to 6:00 pm, Mon – Fri.
 - b. Half day - Any three or four hour period from 7:00 am to 6:00 pm, Mon – Fri.
 - c. All day - Any period in excess of four hours from 7:00 am to 6:00 pm, Mon – Fri.
 - d. Evenings - Mon through Thu 6:00 pm – 10:00 pm
 - e. Weekends – Fri 6:00 pm – 10:00 pm, Sat 7:00 am – 10:00 pm, Sun 7:00 am – 10:00 pm
 - f. Overnight rentals are not permitted.
2. Eldorado resident – Eldorado lot owner in good standing.
3. Eldorado organization – examples include: ECIA committees, ERA events.
4. Other – events where an ECIA member rents facility for commercial use.

My signature indicates I understand and agree to all stipulations within each of the following: Application, Terms and Conditions, Rental Fees/Deposits/Documents.

Applicant Signature: _____ Date: _____

TERMS AND CONDITIONS

1. Eldorado resident applicant must be an ECIA member in good standing and provide ECIA office proof of homeowner liability insurance. Eldorado Organization and Other applicants must provide proof of liability insurance. All Applicants must be 21 or older.
2. Reservations must be made at least 1 week in advance and are 1st come, 1st served. Reservation is confirmed when ECIA receives: a) signed application, b) proof of liability insurance, c) all applicable fees/deposits/documents. **(Returned checks result in \$25.00 fee.)**
3. Applicant must notify ECIA office at least 24 hours prior to event for cancellation or changes to event. If event is during a weekend applicant must notify ECIA office before 10:00 am on the preceding Friday. **(Failure to notify will result in \$100.00 cancellation fee.)**
4. Regularly scheduled events are restricted to 6 month terms. Applicants can renew application after the 3rd month within the term. Regularly scheduled is defined as renting facility for same event at least monthly for no less than 3 months.
5. ECIA staff and/or security will meet applicant 30 minutes prior to event for set-up and at end of event for wrap-up. ECIA representative will lock facility afterward.
 - **For further assistance, cancellations, times changes, etc., please contact:
ECIA office 466-4248 (Mon – Fri, 8am to 5pm) OR Security 204-2945 (evenings/weekends).**
6. Tables and chairs are available 1st come, 1st served, and must be returned to storage. Under no circumstances will tables & chairs be removed from ECIA Community Center.
7. Applicant must clean up afterward leaving facility in same condition as before event. Examples are: emptying trash into outside dumpster, sweeping floors, cleaning tables. Any damage to ECIA property must be reported to the ECIA office ASAP.
8. Applicant agrees to indemnify holding harmless the ECIA, its staff and representatives from and against any and all liability arising out of Community Center usage.
9. **IF YOUR EVENT INCLUDES ALCOHOL AND/OR NON AMPLIFIED MUSIC/SOUND:**
 - You are directly responsible for all guests. The serving and consumption of alcohol shall be conducted under the laws of the State of New Mexico.
 - You are directly responsible to ensure sound levels remain reasonable as excessively loud sound is not permitted at the ECIA Community Center.
 - YOU must follow ECIA Staff/Security directives regarding sound levels. Failure to abide with directives may result in an immediate event termination.
(If necessary or by request ECIA Staff can/will remain for event duration to ensure sound level compliance.)
 - All non amplified sound must end promptly at 9:00 PM.
 - ECIA will withhold Security Deposit for blatant disregard of any of the above.

My signature indicates I understand and agree to all stipulations within each of the following: 1.) Application, 2.) Terms and Conditions, 3.) Rental Fees/Deposits/Documents.

Applicant Signature: _____ **Date:** _____

(ELDORADO RESIDENT Private Use)

	LOCATION	2 HOURS	HALF DAY	FULL DAY	EVENING
WEEKDAY	Per Room	\$35	\$60	\$100	\$75
	Entire Facility (except RR)	N/A	\$100	\$175	\$110
WEEKEND	Per Room	\$50	\$75	\$125	\$100
	Entire Facility (except RR)	N/A	\$150	\$200	\$175

(ELDORADO RESIDENT Commercial Use)

	LOCATION	2 HOURS	HALF DAY	FULL DAY	EVENING
WEEKDAY	Per Room	\$55	\$90	\$150	\$100
	Entire Facility (except RR)	N/A	\$175	\$225	\$200
WEEKEND	Per Room	\$65	\$110	\$175	\$125
	Entire Facility (except RR)	N/A	\$250	\$350	\$275

SWIMMING POOL RENTAL FEES

	LOCATION	
Daily 8:00 pm – 10:00 pm	Entire Pool	\$125

ADDITIONAL FEES and DEPOSITS and DOCUMENTS:

1. \$25 Kitchen Usage **FEE**
2. \$25 Returned Check **FEE**
3. \$100 Cancellation **FEE**
4. \$100 Cleaning /Damage/Noise Level **DEPOSIT**
5. Home owner Liability **DOCUMENT** (photocopy)

RECEIPT OF FEES/DEPOSITS/DOCUMENTS

I understand and agree to all Terms/Conditions/Fees of the Rental Agreement and may forfeit any/all deposits for failure to comply with this agreement.

Applicant Signature

Date

As ECIA representative I, where applicable, acknowledge receipt of:

___ Fees ___ Cleaning/Damage Deposit ___ Amplification Security Deposit ___ Liability Insurance

ECIA Representative Signature

Date