

Town of La Veta  
209 South Main Street  
P. O. Box 174  
La Veta, CO 81055-0174



(719) 742-3631  
fax (719) 742-5420  
Huerfano County

## COMMUNITY CENTER USE APPLICATION

**Submit at least 60 days before date requested**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Starting Time: \_\_\_\_ Ending Time: \_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ E-mail: \_\_\_\_\_

### TOWN FACILITIES REQUESTED

Community Center       Community Ctr. Kitchen       Community Center park area

### VENDOR INFORMATION

- Food or Beverage       Alcohol Vendor       Craft Vendor  
 Entertainer (specify) \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Animals (specify) \_\_\_\_\_

### SPECIAL USES

**(List all special uses, be specific, Example: buggy rides, trampolines, horses, trash cans, electricity, etc.)**

### INSURANCE COVERAGE REQUIREMENTS

**(If insurance is required, below are the limits, Provide a certificate of insurance, naming the Town of La Veta as additional insured)**

- \$2,000,000 General Aggregate (per event/Certificate)  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Each Occurrence  
\$1,000,000 Damage to Premises Rented to you  
\$ 5,000 Medical Payments  
\$1,000,000 Liquor Liability Each Occurrence

### APPROVAL

By: \_\_\_\_\_

Date: \_\_\_\_\_

Insurance required:  Yes  No

Comments:

**Event Coordinator Signature:**

**Conditions of use are listed on the back side of this application and should be initialed by Event Coordinator**

## COMMUNITY CENTER USE REGULATIONS

The following are the rules and regulations of the Community Center, all rules will be followed and any issues that may arise will be brought before the Town Clerk for review. All requests must be in writing with the description of the specific use, date and times of requested event.

- 1) The following types of groups will be allowed to meet at the Community Center:  
Group A- Town, State, County and Federal Agencies.  
Group B- All other groups
- 2) Private parties must be approved by the Town Hall. According to La Veta Municipal Code, Title 9, no illegal or immoral uses will be allowed. No Pets, except for Service Animals are allowed.
- 3) No open flames, no noise or loud music, no alcoholic beverages, no smoking and no food without approval.
- 4) No one under the age of 18 years is allowed to hold an event without prior approval of an adult supervising the event, the adult that will be supervising must be approved by the Town Clerk.
- 5) All groups are responsible for their own trash hauling and cleaning of the Community Center at the end of each meeting.
- 6) All groups are responsible for any and all damage costs to repair or replace any item that gets damaged during the event, beyond normal wear and tear.
- 7) Any group may only request continuous use of the Community Center for up to 3 months at a time, extension of that time must be approved by the Town Board of Trustees.

### FEES:

**Groups A-** Prior to using the Community Center you will have to pay a \$100.00 cleaning/damage and key deposit and the deposit may be retained by the Town if the Community Center is not cleaned or damaged and/or the keys are not returned. If the Center is satisfactorily cleaned and not damaged and keys are returned you will receive 100% of your deposit back following inspection.

**Groups B-** Prior to using the Community Center you will have to pay a \$100.00 cleaning/damage and key deposit and the deposit may be retained by the Town if the Community Center is not cleaned or damaged and/or the keys are not returned. If the Center is satisfactorily cleaned and not damaged and keys are returned you will receive \$80.00 of your deposit back following inspection.

By action of the Town Board of Trustees at a regular Board meeting, fees may be waived occasionally for selected organizations on a case by case basis.

**Kitchen Facilities:** Request to use the Kitchen must be made to the Town Clerk in advance and a \$125.00 cleaning / damage deposit will be required in addition to the above use fee. You will receive \$80.00 of the \$125.00 back if the Kitchen is cleaned and not damaged.

If there are any damages to the Community Center and the damages exceed the deposit, the Town of La Veta will get an estimate for the damages and you will be responsible for the cost of the repairs.

The keys will be picked up at the Town Hall the day of the event and must be returned the same day. The Town Clerk will review all applications and reserves the right to terminate the use of the Community Center for any group if the Center is damaged.

Any group that will be holding an event must do a visual inspection of the Center prior to each event and contact the Town Hall immediately if they find anything is damaged. If the Town Hall is not contacted about the damages then the group will be liable for the costs of replacement or repairs.

By you signing this agreement, you hereby agree to the terms and conditions of this contract and hereby agree to pay all damages incurred during your groups allotted time.

\_\_\_\_\_  
Initials