



**TOWN OF IGNACIO
COMMUNITY ROOM USE POLICY**

A fee of \$30.00 per hour or \$200.00 per day has been imposed for the use of the Community Room to recover cleaning costs and/or damage repairs to the Abel F. Atencio Community Room. An additional \$100.00 Sanitizing Fee, which must be paid by all interested parties, including elected governments and non-profits, has been imposed due to COVID-19 Regulations.

All groups shall be subject to the hourly and daily fee, with the exception of other elected governments (county, state, federal or tribal) and non-profits, which must have an elected official sign assuming responsibility should damage occur during the use of the room.

ASSUMING RESPONSIBILITY FOR IGNACIO COMMUNITY ROOM

Date of Request _____
Received/ Approved By

I _____ on behalf of _____
(Print name) (Group or Government Agency)

do hereby assume responsibility should damage occur to the Town of Ignacio Community Room while
in use on _____ from _____ to _____ for the purpose of
(Date) (Time) (Time)

(Activity/Function /Event)

(Signature) _____
(Work Phone) _____
(Cell Phone)

RULES AND REGULATIONS FOR USE OF COMMUNITY ROOM (PLEASE READ BEFORE SIGNING)

1. Individual signing permit is responsible for facility and conduct of the group while using facility.
2. Individuals' copy of the permit must be in his/her possession during the use of the facility or else the group can be removed from the premises.
3. The Community Room must be left in the same condition as when you entered. (Trash, chairs, heat, lights).
4. Any individuals using the premises accepts the condition of the facility as is, and is fully responsible for any such use. Furthermore, such individuals using the premises hereby fully release and hold harmless the Town of Ignacio for any damage or injury which may occur during use of this facility.

Key Issued (Date & Staff Initials) _____ Key Returned (Date & Staff Initials) _____