

Logan County Gazebo/Courthouse Square Reservation Form

315 Main Street, Sterling, CO 80751 970-522-0888, ext. 221

Reservation Fee: \$ 10.00 1-1 ½ hours
\$ 10.00 for each whole or partial hour after first hour
\$ 50.00 Maximum per day
Cleaning/Damage Deposit: \$ 50.00

Date of Event: _____

Group Name: _____

Authorized Agent: _____

Mailing Address: _____

Telephone: _____

Email: _____

Define Use: _____

Times: From _____ a.m./ p.m. To: _____ a.m./p.m.

Total Number of Hours: _____ **Total Number of Days (if applicable):** _____

Total Fee Due: _____ **Date Paid:** _____

Deposit Due: _____ **Date Paid:** _____

Electricity Required: _____ Yes _____ No **Electrical outlets are always live. Overhead lights can be turned on by a switch at the main breaker box on the north side of the gazebo. (Please turn them off when you are done.)**

Courthouse Restrooms Requested: _____ Yes _____ No **(You must pick up a key to the north ADA door of the Courthouse the day of the event or if event is scheduled for a weekend, the Friday prior to the event, and return the key after the event. It is your responsibility to make sure the building is locked and secured after the event. It is also your responsibility to make sure restrooms are not vandalized or abused.)**

Copy to Buildings and Grounds Supervisor Copy to Courthouse Janitorial Staff

Special Instructions: _____

USE OF ALL FACILITIES shall be scheduled through appropriate offices of the County. Reservations are not confirmed until a completed reservation form is approved by the Board of Commissioners. Reservations form and appropriate fees must be submitted to the Commissioners Office not less than two weeks prior to the date scheduled.

SCHEDULING of activities shall be made in the name of an individual who must as a condition of use: 1) accept responsibility of the program, 2) accept responsibility for assuring that county facilities are used for the purpose for which they are scheduled, 3) accept responsibility for reimbursement for damage to property or facilities including excessive clean-up cost that may occur in connection with the scheduled activity, 4) accept responsibility for payment in full of all charges

