## Logan County Gazebo/Courthouse Square Reservation Form 315 Main Street, Sterling, CO 80751 970-522-0888, ext. 221

<b>Reservation Fee:</b>	\$ 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:	
	n./ p.m. To:a.m./p.m.
Total Number of Hours Total Fee Due: Deposit Due:	: Total Number of Days (if applicable): Date Paid: Date Paid:
Electricity Required:	Yes No Electrical outlets are always live. Overhead lights can be in breaker box on the north side of the gazebo. (Please turn them off when you are done.)
door of the Courthouse the day return the key after the event. I is also your responsibility to ma	<b>Requested:</b> Yes NO (You must pick up a key to the north ADA of the event or if event is scheduled for a weekend, the Friday prior to the event, and t is your responsibility to make sure the building is locked and secured after the event. It ke sure restrooms are not vandalized or abused.) Inde Supervisor Copy to Courthouse Janitorial Staff

**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

for space and equipment requested, and 5) ensure that all promotion and advertising of events involving the use of county facilities shall identify the individual or the group sponsor of the event. **DETERMINATION** of the charges for the use of county facilities shall be made by the Logan County Board of County Commissioners in accordance with the established fee schedule and shall be agreed to by the authorized agent of the group at the time a reservation is confirmed.

A CLEANING/DAMAGE DEPOSIT of \$50.00 is required of every user. Your deposit will be returned upon satisfactory restoration of county facilities, to their condition before your use.

**STAKES ARE NOT ALLOWED** to be used on the asphalt parking areas and/or lawn areas due to lawn sprinkling system.

**IMPORTANT: DO NOT CLOSE THE PARKING LOT AND/OR BLOCK THE DRIVE UP DROP BOX DURING AN ELECTION!** If you are not certain about dates of the election, check with the Commissioners Office.

**DANCES** shall end at 12 o'clock midnight, no exceptions.

**ALCOHOLIC BEVERAGE** consumption is not permitted on the Courthouse Square unless a Special Events Liquor License is obtained through the proper procedures.

**LOGAN COUNTY** assumes no responsibility for lost or stolen items. You are responsible for crowd control, personal safety, and security.

**EMERGENCY PHONE NUMBERS** Call 911 in an emergency requiring police or ambulance assistance. For assistance in other types of situations, call Rick Cullip at 970-520-9919 or the On-call staff 970-520-9917.

## I HAVE READ AND AGREE to abide by all the above conditions and fees:

Authorized Agent	Date
Buildings and Grounds Supervisor	Date
Commissioners Approval:	
Commissioner	Date
Commissioner	Date
Commissioner	Date