Logan County Gazebo 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:	
Telephone:	
Times: Froma.m./ p.m.	
Total Number of Hours:	Total Number of Days (if applicable):
	Date Paid:
	Date Paid:
Electricity Required:Ye	sNo
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 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 an 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.

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

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