Gazebo Reservation Form

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:	
Times: From a.m./p.m. To: a.m./p.m.	
	Total Number of Days (if applicable):
	Date Paid:
	Date Paid:
Electricity Required:No	
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 area due to lawn sprinkling system.

DANCES shall end at 12 o'clock midnight, no exceptions. You are required to hire law enforcement personnel (Sheriff's Posse) for crowd control at your expense.

ALCOHOLIC BEVERAGE consumption is not permitted on the Courthouse Square.

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

Date

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.

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

Updated: 2/1/23