

**Logan County Courthouse  
315 Main Street  
Sterling, CO 80751  
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:** \_\_\_\_\_

**Authorized Agent:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**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

**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 potential damage to parking lot and 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.

**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 Chance Wright at 520-9919.

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

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Date

**Buildings and Grounds Supervisor approval:**

\_\_\_\_\_  
**Board of Commissioners approval:**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

Updated 11/13/17

Call 970-522-0888 if you have questions.

Return completed form to address on front or fax to: 970-522-4018. Or send to [jcrow@logancountvco.gov](mailto:jcrow@logancountvco.gov)