

DOÑA ANA COUNTY FACILITY USE AGREEMENT

Anyone wanting to use a Doña Ana County Facility must contact the Property Manager by email at mistyb@donaanacounty.org or by phone at 575-525-6185 or 575-520-2261.

Organization Name		
Authorized Agent / Contact Person:		
Email Address:		
FACILITY Name:		
Type of Rental (Full facility, gazebo, parking lot, area, etc.)		
Type of Event:		
Estimated Number of Attendees:		
Date(s) of Use	From:	To:
Time(s) of Use	From:	To:

1. Event Holder has received and read the Doña Ana County Community Center Facility Use Policy and accepts all terms and conditions contained therein.
2. Event Holder shall defend, save, hold harmless, and indemnify the County from any and all claims for the loss, damage or injury to any person or property from Event Holder's use of the said facility.
3. Event Holder shall remit a damage deposit fee of \$50 by check or money order paid to the order of Dona Ana County, pursuant to the Facility Use Policy.
4. Event Holder shall remit a rental fee of \$25 per hour by check or money order paid to the order of Dona Ana County, pursuant to the Facility Use Policy.
5. Event Holder shall provide insurance pursuant to the Facility Use Policy.
6. Event Holder shall provide security pursuant to the Facility Use Policy.
7. Event Holder agrees to be responsible for all costs, attorney's fees and expenses incurred by the County in enforcing its rights pursuant to this use agreement or in pursuing all available remedies which may be allowed herein or at law or in equity.
8. The County reserves the right to cancel this Facility Use Agreement at any time for any reason, including a conflict with use for County purposes or a determination that Event Holder's use of County facility is inappropriate.
9. The Event Holder must notify the County at the time this agreement is signed if there will be any reasonable accommodations needed by any person with a disability.
10. County programs shall have priority over any outside usage of the facility. Food sales require appropriate food handling permits.

THE TERMS AND CONDITIONS OF THIS AGREEMENT SHALL BE BINDING UPON EXECUTION BY EVENT HOLDER AND APPROVAL BY THE COUNTY. THE EFFECTIVE DATE OF THIS AGREEMENT SHALL BE THE DATE OF THE LAST SIGNATURE HEREON.

Name of Event Holder:	
Title of Event Holder:	
Address:	
Phone: (List Two)	
Signature:	
Date:	

For Staff Use Only	
Rental Fee Due:	Paid By:
Deposit Due:	Paid By:
Insurance Due:	Received By:
Approved By:	
Signature:	
Date:	
Date Posted to Calendar:	

ON CALL IN CASE OF EMERGENCY:

A/P Deposits as follows:

\$ _____/Revenue/10001-00000-55356-100

\$ _____/Deposits/10001-00000-21019-100

Additional Comments and/or Information: