

ATTACHMENT C

PLACERVILLE SCHOOLHOUSE USE REQUEST FORM

San Miguel County Parks & Open Space Department P.O. Box 1170, Telluride, CO 81435
Phone: (970)729-1829 email: richh@sanmiguelcountyco.gov

The historic schoolhouse in Placerville Park may be reserved for meetings, gatherings and other permitted special events. All use requests must be accompanied by a refundable \$250 damage and key deposit. Reserved use may also be charged a use fee based on type and duration of use (see Exhibit 1 attached). Use requests must be made at least one week in advance of the requested date. Please email this form to the email address above or click on the link below to apply online. You may also mail form and fee to the address listed above. More information can be found on our San Miguel County website:

<http://www.sanmiguelcountyco.gov/294/Placerville-Schoolhouse>

Date(s) Requested: _____ Number of Participants: _____

Times Requested: From: _____ a.m. p.m. To: _____ a.m. p.m.

Contact Person: _____ Organization: _____

Mailing Address: _____

Daytime Phone: _____

Email: _____

Briefly describe your event: _____

Will there be amplified music? YES NO

Will food be served? YES NO

Will you be serving alcohol? YES NO

Please check the items you will need for your reservation

- 1. Tables
- 2. Chairs
- 3. Table Cloths
- 4. Coffee Pot
- 5. Pot Warmer
- 6. Power Strips & Extension Cord
- 7. Electric Tea Kettle

ATTACHMENT C

Placerville Schoolhouse Use Request Form CONTINUED

- All forms, fees and deposit must be submitted prior to staff approval. Credit cards are not accepted.
- The deposit check will be destroyed, after schoolhouse has been inspected by a designated staff person. Deposit checks may be held for future events, upon request. Deposit checks must be renewed after a period of one year from the date on the deposit check.
- If you would like your deposit check returned, please provide a self-addressed, stamped envelope with your request form.
- Banners, posters, decorations and any such items may not be attached or taped to walls, windows, doors, etc. Decorations may be attached to chalkboards, using painter's tape only (no duct tape please).
- Activities that might damage the historic structure or break windows are prohibited.
- Tables and chairs must be neatly stacked on rack after use and stored for the next user.
- The schoolhouse space must be swept and cleaned after each use.
- The clean-up deposit may not be returned if schoolhouse space is left in an unsatisfactory condition.
- Please leave the schoolhouse in the same condition as when you first arrived.
- The bathroom sink may not be used for cleaning dishes. Please plan to clean any dirty dishes off site or use the wash tubs provided in the bottom cabinet of the foyer.
- Parking is limited and the maximum number of people allowed in the Schoolhouse is 50.
- The schoolhouse is ADA accessible.
- Sorry, no dogs or pets allowed in the building.
- Failure to adhere to the above terms may result in the cancellation of use at the County's discretion.
- The user shall be charged on an hourly basis at one-hundred dollars (\$100) per hour to pay for clean-up if it is necessary for the County to provide additional clean-up services.
- All Schoolhouse users must comply with current San Miguel County public health orders.

INDEMNIFICATION. User agrees to indemnify, release, save and hold harmless San Miguel County, its officials, employees and agents, from and against all liability of loss and against all claims or actions based upon or arising out of damage or injury to persons or property caused by or sustained in connection with the use of the Placerville Schoolhouse.

I have read, understand and agree to all the terms stated above for the use of the Placerville Schoolhouse. I understand that this form is only a request for use. I understand that I am responsible for any damages that may occur during my reservation.

User Signature:

Date:

Staff Approval Signature:

Date:

Fees Paid \$ _____

Damage deposit paid \$ _____ (Make checks payable to San Miguel County)