

**PLEASE SEND IN THIS FORM TO RESERVE YOUR EVENT TIME**

Please read the rules and regulations below before completing this form. Send to:

**JEFFERSON COMMUNITY CIVIC ASSOCIATION**

**PO Box 166, Jefferson, CO 80456**

**Name of organization:** \_\_\_\_\_

**Applicant's name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Alternate Contact** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Type of Activity** \_\_\_\_\_

**Date(s) requested:** \_\_\_\_\_ **Day(s) of the week** MO TU WE TH FR SA SU

**Time In:** \_\_\_\_\_ **Time Out** \_\_\_\_\_ **(Include set up & take down)**

**Anticipated attendance:** \_\_\_\_\_

**Kitchen Needed** Y N (If yes, please include \$75.00 with form . After event \$25.00 is refundable)

I have read and agree with the rules listed. **Signature** \_\_\_\_\_

**Rules and Regulations**

- \*Hall rental includes tables and chairs. Uses include meetings, parties and receptions.
- \*Fee for Hall: \$30.00 minimum and \$2.00 per person over 15 people.
- \*Fee for Kitchen including stove and appliances: \$75.00 which includes a \$25.00 refundable fee for cleanup. (This does not include use of the grill unless it is arranged that a JCCA board member is present.)
- \*This form should be sent ASAP and payment should be submitted 14 days after use. Check or cash is acceptable. Mail to:  
JCCA, PO Box 166, Jefferson, Colorado 80456
- \*All decorations may be attached to walls using scotch tape and string ONLY. Staples, screws, nails are not permitted.
- \*Applicant and guests shall at all times maintain order in and on the Premises.
- \*Applicant will remove all of its property after each event.
- \*Applicant agrees to dispose of their trash at their own expense.
- \*Applicant agrees to put back all chairs and tables as they were found. (Please remember to NOT drag or push chairs/tables across the floor as this scratches the floor.)
- \*Applicant agrees to clean (sweep or wash if necessary) the floors after each event.

The Community Center is to be left in it's original condition and vacated at the specified time. If Applicant goes beyond the contracted time, there will be an hourly charge that will be determined by management. Any additional charges levied by management for use or misuse of the facility are final.

JCCA shall not be liable for any damage or injury of or to the user, or user's family, guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part, and

user hereby agrees to indemnify, defend and hold JCCA harmless from any and all claims or assertions of every kind and nature.

**PLEASE SEND IN WITH YOUR PAYMENT AFTER YOUR EVENT HAS BEEN HELD – Thank you**

**PAYMENT VOUCHER** Mail to: Jefferson Community Civic Assoc. PO Box 166,  
Jefferson, Colorado 80456

NAME <hr/>	DATE USED <hr/>	TOTAL IN ATTENDANCE <hr/>
<b>FIGURE YOUR AMOUNT OWED</b>  Total in attendance over 15 people _____  Additional amount for donation _____	Minimum Charge  Multitply by \$2.00   <b>Total</b> Payment needs to be received within 14 days of event.  Thank you.	\$30.00  plus _____  plus _____ <hr/> <hr/> \$ _____