

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)**

Anticipate d 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: \$20.00 minimum and \$1.50 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 and payment shall 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 _____	DATE USED _____	TOTAL IN ATTENDANCE _____
FIGURE YOUR AMOUNT OWED Total in attendance over 15 people _____ Additional amount for donation _____	Minimum Charge Multiply by \$1.50 Total Payment needs to be received within 30 days. Thank you.	\$20.00 plus _____ plus _____ _____ \$ _____