



ELHI Community Center

115 Ute Street | PO Box 2084

Ignacio, CO, 81137

(970) 563-4100

www.theelhiignacio.org

Space Rental Terms and Conditions

Thank you for choosing the ELHI Community Center for your event. Please read the following terms and conditions carefully, and then sign and date the form showing your agreement to abide by them.

1. Space Rentals will be provided with access on a first-come first-served basis. Availability is not guaranteed until a rental is formalized, and the rental fee and a deposit/valid credit card number are received.
2. No rentals will be made without payment of a fee and deposit or valid credit card number. Those wishing to secure ongoing rentals on a regular basis should request space and pay all fees at least one month in advance to ensure space remains available to them.
3. In addition to the rental fee, a refundable deposit/valid credit card number is required at the time of reservation. Refund of the deposit is contingent on satisfying any payment for damages. The ELHI Administration will review the condition of public rental spaces before and after rentals and ensure they are kept in good order, repair, and in a safe, clean and tenantable condition. It is up to each user to remove discard garbage from the space in a responsible fashion, using receptacles provided. If special arrangements are needed for refuse disposal due to the nature of the rental (for events, for instance), it is the responsibility of the user to make arrangements with the ELHI Administration at the time of rental.
4. Users may not use the facility or grounds for any purpose other than that stated on their rental application form.
5. User may be required to provide a certificate of liability insurance naming ELHI Association as an additional named insured. If required, ELHI Administration will request that information prior to rental.
6. Nothing may be taped, stapled, or otherwise affixed to the walls, windows, tables or chairs. All displays, equipment, food and beverages must be removed at the conclusion of the rental period, unless otherwise arranged with the ELHI Administration.
7. Canopies and BBQs may be used for outdoor functions, workshops, classes, and events provided they are **in accordance with Fire Department regulations**.
8. Children must be supervised at all times and remain in the designated rooms/areas assigned for the responsible group/individuals' use.

9. No individual or group of individuals may use any area of the facility or its grounds, including the parking lot, for any purpose other than that for which it is intended and/or rented.
10. Individuals attending functions may not remain on the grounds or in the building beyond the hours reserved for the function.
11. Activities at the ELHI Center must be undertaken with full regard to public safety. Users are responsible for ensuring that room capacity is kept within legal limits (as per posted signage)
12. Use of amplified sound is subject to Town of Ignacio ordinances for noise restrictions. Such use should generally not exceed a level that would disrupt other users or neighbors. ELHI Administration and staff, as well as local law enforcement, can dictate to users when levels are deemed to exceed appropriate use.
13. Objectionable conduct including disorderly or disruptive behavior; intoxication; use of abusive, threatening, or profane language or offensive gestures; vandalism and public safety issues may be reported to onsite personnel and/or to Ignacio Law Enforcement by any tenant or user, if deemed necessary.
14. All users must be considerate of other users at the Center. This includes non-interference with events and activities such as, but not limited to, excessive noise or inappropriate behavior.
15. All ELHI Center users agree to abide by the current district rules as published by the Ignacio School District.
16. **ABSOLUTELY NO NICOTINE, CBD, ALCOHOL or other DRUGS or paraphernalia are allowed on the ELHI premises.**
17. The ELHI Association reserves the right to cancel any reservation for use due to local, state, or federal emergency needs. A full refund would be provided in such an event.
18. ELHI's Cancellation Policy is as follows:
 - Cancellations made 5 days or more prior to the event will receive a 100% refund.
 - Cancellations made 2-4 days prior to the event will receive a 50% refund.
 - Cancellations made 48 hours prior to the event will receive a 25% refund.
 - No refund will be given for cancellations that are made with 24 hours of an event.
19. The ELHI Association does not assume any liability for loss, damage, or injury to property of any kind that is brought or shipped to the facility, unless written arrangements have been made for goods shipped to tenants or other users.

I, THE UNDERSIGNED, HAVE READ THIS AGREEMENT AND DO FULLY UNDERSTAND THAT BY SIGNING BELOW, I AGREE TO ABIDE BY THE TERMS AND CONDITIONS SET FORTH HEREIN.

Print Name

Date

Signature

Phone Number

