

**TOWN OF YAMPA  
FACILITY RENTAL & USE AGREEMENT**

Date(s) of Rental: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Organization or Individual Renting Facility: \_\_\_\_\_

Contact Person (the person signing this Agreement): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please email [clerk@townofyampa.com](mailto:clerk@townofyampa.com) or call Town Hall (970) 638-4511 to reserve your date. All reservations are tentative until the completed Agreement and accompanying fee are received.**

<b>Rent Facilities:</b>	<b>Personal or Business Rental Fee:</b>	<b>Non-Profit or Community Rental Fee:</b>
Yackey Park Snowden Park River Park	\$25 per rental	\$20 per rental
Ladies Aid Hall	\$50 per rental	\$40 per rental
Crossan's Boardroom	\$25 per rental	\$20 per rental
Crossan's Downstairs	\$25 per rental	\$20 per rental

**Rental Fee:**

**Type:**

\_\_\_\_\_ Non-Profit/Community    \_\_\_\_\_ Personal/Business

**Facility:**

\_\_\_\_\_ Yackey, Snowden or River Park (circle one)  
 \_\_\_\_\_ Ladies Aid Hall  
 \_\_\_\_\_ Crossan's Boardroom or Downstairs (circle one)

**TOTAL**                      \$ \_\_\_\_\_

**PAYMENT OF FEES AND THIS COMPLETED AGREEMENT MUST BE SUBMITTED TO THE TOWN OF YAMPA PRIOR TO THE EVENT.**

Send to [clerk@townofyampa.com](mailto:clerk@townofyampa.com), PO Box 224, Yampa, Colorado 80483 or a hard copy can be dropped at Yampa Town Hall/Crossan's, 101 Main St., Yampa.

**Arrangements for key code information can be made at the time payment is received.**

By signing below, I confirm that I have read and agreed to the standards of this Agreement.

**USER – PLEASE READ, INITIAL AND SIGN**

**In consideration of the use of the Rental Facilities in the Town of Yampa**, the undersigned agrees to the following standards:

1. The undersigned indemnifies and holds the Town harmless, as well as, the Town’s officers, agents, and employees, from any and all liability, damage, loss, cost, and expenses, on account of any claim, suit, or action made or brought against the Town, its officers, agents or employees for the death of or injury to persons or destruction of property involving the undersigned user, its employees, agents and representatives sustained in connection with the use of the facilities in pursuant to this Facility Rental & Use Agreement. \_\_\_\_\_ (initial)

2. The sale or distribution to the public of food or concession items must be pre-approved. \_\_\_\_\_ (initial)

3. Clean-up and trash removal is the responsibility of the undersigned. Damage above and beyond the Rental Fee is the responsibility of the undersigned (see next page for details). \_\_\_\_\_ (initial)

4. The undersigned must pay for the time reserved. No refunds due to partial use of reserved time. Any time not reserved may be booked for another user. The undersigned must allow adequate set-up and clean-up time when scheduling the rental of the Rental Facilities. The undersigned agrees to vacate the premises at the agreed-upon time and understands that the facility cannot be occupied prior to the contracted time. Failure to comply may result in fees incurred outside of the Rental Fee. \_\_\_\_\_ (initial)

5. Security of the Facility is the undersigned’s responsibility during the scheduled time. The undersigned must lock the facility (all doors and windows) when leaving. Failure to comply may result in fees incurred outside of the Rental Fee. \_\_\_\_\_ (initial)

6. Lost key charge is \$50.00. \_\_\_\_\_ (initial)

7. In the event of mechanical failure or other unforeseen occurrence that renders the fulfillment of this Agreement impossible or impractical, the undersigned waives any claim for damage or compensation other than a potential refund of rental fee should this Agreement be terminated. \_\_\_\_\_ (initial)

I have read this Facility Rental & Use Agreement and fully understand my rights and obligations in connection with my use of any of the Town of Yampa Rental Facilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ or Cash (circle one)

Received by: \_\_\_\_\_

**CLEAN UP: Please be courteous – leave the facility as or better than you found it.**

**RENTERS RESPONSIBILITY:**

- Ladies Aid Hall/Crossan's: Collect all trash and place closed bag in front entryway for collection and disposal by Town staff. Parks: Collect all trash generated by you event and place in an appropriate receptacle or pack it out with you for placement in an appropriate receptacle.
- Reline trash bins with new liners (located at the bottom of trash bins).
- Return furniture to original locations.
- Sweep floor and mop if necessary (brooms and mops located in all building facilities)

**IF CLEAN-UP IS NOT PERFORMED ADDITIONAL CHARGES MAY BE ASSESSED OUTSIDE THE RENTAL FEE.**

**EQUIPMENT AVAILABLE:**

- Rectangle Folding Tables\*
- Folding Chairs\*
- Card Tables\*

**KITCHEN:**

- Refrigerator/Freezer\*
- Oven/Range\*
- Sinks\*
- Kitchen sponges and towels\*
- Basic kitchen cleaning supplies\*
- Dishes\*
- Miscellaneous kitchen and serving equipment\*

\*in certain properties. Contact Town staff for more information.

**ALCOHOL:** The serving of alcoholic beverages is only allowed with a Special Events Permit or as an invitation only event (list of invitees must be provided to the Town of Yampa via email to [clerk@townofyampa.com](mailto:clerk@townofyampa.com), 48 hours prior to the event-no exceptions) and no money is involved. If alcoholic beverages are to be sold, a Special Events Permit from the Town of Yampa will be required (applications must be submitted at least 60 days prior to the event).