



APPLICATION AND CONTRACT
FOR THE USE OF THE TOWN HALL
AT 110 STONE STREET

1. Name or Organization:

2. Address:

Street Address City State Zip

Phone # _____

3. Nature of Event:

4. Date: _____ Time: _____ am/pm - _____ am/pm
Hours Available: Mon - Sun 6:00AM – Midnight

5. Number of Participants: _____ (Capacity of 80 People)

Live Music/Dance: Yes No Liquor: **NOT ALLOWED**

6. Use of Kitchen: Yes No Use of Oven & Stove: Yes No

7. Person to be in Charge:

Name: _____

Address: _____

Cell #: _____ Other #: _____

PICK UP THE KEY ON _____ BY _____ am/pm

8. TOWN HALL POLICY: The Town Hall will be rented to for profit users when a benefit to the community is demonstrated. The intent is to allow for desirable services and activities to be provided to Town residents at a reasonable cost and to recover sufficient revenue to cover expenses associated with the use of the Town Hall.

9. FEE SCHEDULE:

1. Minimum rental fee for 2 hour period (including set up and clean up): \$20
2. 4 hour rental (including set up and clean up): \$40
3. All Day Rental (8 a.m. to 5 p.m.): \$80
4. Mandatory deposit to be paid in advance: \$100 Deposit to be refunded if facility is left clean (including trash removal) and without damages. If cleaning charges are assessed the rate will be at \$20 per hour with a minimum of one hour. If facility is to be used on a scheduled basis for more than one event, the deposit will be held for future events and will be maintained at the \$100 level.

The Town Hall will be rented to for profit users when a benefit to the community is demonstrated. The rental will be paid in advance upon scheduling. For multiple day scheduling, payments will be made in advance on a monthly basis. The Town reserves the right to cancel this agreement at any time. With 24 hours advance notice, cancellation may occur with a refund of the rental charges, less a \$5 service charge.

FOR ADMINISTRATIVE USE ONLY

A. Cleaning/ Damage Deposit (checks are only good for 6 months):	\$100.00								
(Checks will be shredded if not picked up the Monday after use)									
B. Key FOB Security Deposit (see attached Agreement):	\$150.00								
C. Date Deposit Paid:	____/____/____								
D. Category:	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: center;">I. _____</td> <td style="text-align: center;">II. _____</td> <td style="text-align: center;">III. _____</td> <td style="text-align: center;">IV. _____</td> </tr> <tr> <td style="text-align: center;">(Town Functions)</td> <td style="text-align: center;">(Non Profit)</td> <td style="text-align: center;">(Town Residents)</td> <td style="text-align: center;">(All Others)</td> </tr> </table>	I. _____	II. _____	III. _____	IV. _____	(Town Functions)	(Non Profit)	(Town Residents)	(All Others)
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(Town Functions)	(Non Profit)	(Town Residents)	(All Others)						
E. Rental Charge:	_____ hours of use \$ _____								
F. Cleaning Fee (will be determined):	\$ _____								
G. Other Charges:	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: center;">Kitchen</td> <td style="text-align: center;">Music/Dance</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> <td></td> </tr> </table>	Kitchen	Music/Dance	\$ _____	\$ _____	\$ _____			
Kitchen	Music/Dance	\$ _____							
\$ _____	\$ _____								
H. Total Rental Charges:	\$ _____								
I. Date Rental Charge Paid:	____/____/____								
J. Amount of Deposit Withheld:	\$ _____								
K. Total Deposit Returned:	\$ _____								

ALCOHOL:

Alcohol containers and/or alcohol consumption is not permitted in the Town Hall building or on the adjoining grounds.

In addition, participation in these activities will result in the forfeiture of the \$200.00 deposit, and potential termination of the event.

CLEANING:

You are responsible for set up and tear down. Tear down includes the cleaning of the tables and chairs and putting them away. Cleaning supplies are located in the janitorial closet with a cleaning list. A cleaning fee is included with the damage deposit.

The deposit will be refunded accordingly upon assessment of cleaning and damages, if applicable.

KEY RETURN:

If keys are not returned by the close of the next business day, there will be a charge of \$10 per day. If keys are lost, security deposit for Key FOB will be forfeited.

RESPONSIBLE PARTY:

The responsible party must be age eighteen (18) at the time of booking.

INDEMNIFICATION AND RELEASE AGREEMENT:

I agree to indemnify and hold harmless the Town of Morrison, 321 Colorado Highway 8, Morrison, Colorado, in account of injury, loss, or damage, including (without limitation) claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the below-described activities, if such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by the act, omission, negligence, or other fault or the part of myself. I, the undersigned understand that the below-described activities may involve risks of injury, loss, or damage to myself or others, including but not limited to, bodily injury, personal injury, sickness, disease, death, and property loss or damage. By signing this agreement I expressly agree to assume any and all such risks. In addition, inconsideration for being permitted to perform the below-described activities, I hereby expressly exempt, release, and shall hold harmless and indemnify the Town of Morrison, its officers, employers, insurers, and self-insurance pool, from and against all liability, claims, and demands on account of injury, loss, or damage to myself or others that may incur as a result of being upon the premises of the Town of Morrison or as a result of performing the below described activities, whether any such liability, claims, or demands result from the act, omission, negligence, or other fault on the part of the Town of Morrison, its officers, or its employees, or from any other cause whatsoever.

I have read, understand, and agree to all the terms and conditions set forth above.

Signature

Date

Reviewed and Approved:

Town Manager (In Absence of TM, Town Clerk)

TOWN HALL CLEANING CHECK LIST

EVENT DATE:	STAFF/DATE CHECKED	RENTER/DATE CHECKED	STAFF/DATE CHECKED
FLOORS-BROOMS, VACUUM, MOP BUCKETS, MOPS, & HOT WATER & CLEANING SOLUTION			
NOTHING ALLOWED ON THE FLOORS THIS INCLUDES TAPE			
CARPET-VACUUMED			
TILE-SWEPT & MOPPED			
BATHROOMS-BROOMS, MOP BUCKETS, MOPS, & CLEANING SOLUTION, GLASS CLEANER, PAPER TOWELS, COUNTER, SINKS, TOILETS			
FLOORS-SWEPT & MOPPED			
SINKS & TOILETS-CLEANED & FLUSHED			
TRASH PICKED UP & TAKEN OUT			
KITCHEN-BROOMS, MOP BUCKETS, MOPS, & CLEAN SOLUTION, GLASS CLEANER, PAPER TOWELS, COUNTER MAGIC-COUNTER TOPS, SINKS, STAINLESS STEEL CLEANER-FRIG			
STOVE & OVEN-CLEANED			
SINK-NO DISHES & WIPED OUT			
FRIG-CLEAN ALL FOOD & DRINK SPILLAGE & NOTHING LEFT IN IT			
COUNTERS-NEED TO BE CLEANED			
CLEAN IF THERE IS A STAIN			
GLASS-PAPER TOWELS & GLASS CLEANER			
DOORS & WINDOWS NEED TO BE CLEANED IF FINGERPRINTS OR MARKS ARE ON THEM			
TABLES & CHAIRS-CLEANER & PAPER TOWELS			
CLEANED & STACKED IN THE APPROPRIATE PLACES			
TRASH-TAKEN OUTSIDE			
ALL TRASH NEEDS TO BE PICKED UP FROM THE KITCHEN, BATHROOMS, HALLWAY, ENTRY WAY & MAIN ROOM			
PUT CLEAN EMPTY TRASH BAGS BACK INTO ALL TRASH CANS			
GROUNDS			
THE GROUNDS OUTSIDE NEEDS TO BE PICKED UP FROM TRASH & DEBRIS			
LIGHTS-ALL LIGHTS SHUT OFF			
DOORS- LOCKED AND KEY(S) BROUGHT BACK TO THE TOWN OFFICE			

LEAVE THE PREMISES BETTER THAN THE WAY YOU FOUND IT

COMMENTS:



SECURITY DEPOSIT AGREEMENT FOR KEY FOBS



I, _____ have received key fob for entrance into the
Name or Organization

Town of Morrison Town Office and/or Morrison Town Hall and paid a key security deposit of \$ _____. I agree, when my contract is terminated with the Town of Morrison my key security deposit will be returned and if at any time I lose the key FOB assigned to me, I will notify the Morrison Police Department, and reimburse the Town of Morrison for the cost to replace the key FOB which is \$135.

Signature

Date

Key FOB Number: _____