



# Elephant Butte Community Center

313 Rio Grande Circle

Elephant Butte, NM 87935

*"New Mexico's Diamond in the Desert"*

To: Each Group Using the Elephant Butte Community Center

All groups granted use of the Community Center facility under the Rental Agreement with the City of Elephant Butte agree to:

\_\_\_\_\_ Treat all equipment with reasonable care and return it to its designated position upon conclusion of their function. **Do not stand or sit on any table.**

\_\_\_\_\_ **NO COOKING ALLOWED.** Prepared food may be brought in.

\_\_\_\_\_ If alcohol is to be served; the renter needs to make arrangements with a licensed alcohol vendor.

\_\_\_\_\_ Users are required to *provide trash bags, hand soap, paper towels, toilet paper, dish/floor soap, table coverings, and all utensils which they may need.*

\_\_\_\_\_ No decorations will be allowed on the walls or ceilings. **Do not use mounting tape, duct tape, double-sided tape, nails or thumbtacks.**

\_\_\_\_\_ Leave the facility in a like or cleaner condition than found. *Do not remove anything from the facility.*

1. Sweep and mop the kitchen, bathrooms and clean lavatories.
2. Using large dry mop, dust the main room's floor and wet mop any liquid spills.
3. Clean tables with a damp cloth and move tables to their original position. Chairs are to be put up.
4. All items are to be removed from the refrigerator and it should be left clean. Do not change the thermostat.
5. Remove all refuse, trash, etc. and place in the trash receptacle. Please note, additional trash removal is at the expense of the renter.

## **FAILURE TO COMPLETE THE ABOVE ITEMS WILL RESULT IN LOSS OF CLEANING DEPOSIT**

\_\_\_\_\_ Keep loud music low enough to not be heard by neighbors after 9 p.m. (City Ordinance 67).

\_\_\_\_\_ If heat or air conditioning is used; make sure it is turned off at the switch before leaving. *Please* do not turn off anything at the circuit panel.

\_\_\_\_\_ Turn off all lights and lock **ALL** doors and windows upon leaving.

\_\_\_\_\_ The Community Center key must be returned immediately after event, unless other arrangements have been made. The key can be returned to City Hall during normal business hours, Monday through Friday 8-5 or put in the drop box located at City Hall next to the front door.



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## APPLICATION FOR RENTAL OF ELEPHANT BUTTE COMMUNITY CENTER

Rental date \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Purpose of Rental (If an event with vendors, will outside be used for vendors? Please explain.)

\_\_\_\_\_

### WAIVER AND RELEASE

I hereby certify that I am over 18 years of age and am the person renting the Elephant Butte Community Center and consent to the provisions of the rules, regulations, restrictions, liability, and hold harmless provisions.

The City of Elephant Butte assumes no responsibility in connection with the rental of the Elephant Butte Community Center.

I voluntarily accept all risks in connection with renting the Elephant Butte Community Center. I will make every reasonable effort to provide for the protection of each individual attending the function for which I am renting the Elephant Butte Community Center. I, as the renter, agree to indemnify and hold harmless the City of Elephant Butte from all liabilities. At all times the liability of the City of Elephant Butte is governed by the provisions of the New Mexico Tort Claims Act.

By signing this waiver and release, I waive any claim against the City.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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## DEPOSIT REFUND INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (to mail refund)

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Phone Number(s)

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

- 
- Deposit Received
  - Community Center Checked Prior to Rental (by) \_\_\_\_\_
  - Community Center Checked After Rental (by) \_\_\_\_\_
  - Community Center Key Returned
  - Left in Acceptable Condition
  - Deduct for Damages (if any) \_\_\_\_\_

Amount of Refund \$ \_\_\_\_\_

### Office Use Only:

Description Line:            Name of person receiving refund AND date of reservation

Line Item:                    217-1400-44900 for refund