



CITY OF ELEPHANT BUTTE

P. O. Box 1080
Elephant Butte, New Mexico 87935
(575) 744-4892
FAX (575) 744-4493

Community Center Rental Agreement

1. RENTER INFORMATION

- Name of Renter/Organization: _____
- Primary Contact Person: _____
- Phone Number: _____
- Email Address: _____
- Mailing Address: _____

2. EVENT DETAILS

- Type of Event: _____
- Date(s) of Event: _____
- Time of Event (Start – End): _____
- Estimated Attendance: _____
- Setup/Breakdown Time: _____

3. RENTAL CATEGORY (check one):

☐ Private Party (birthday, wedding, family reunion, etc.)

☐ Commercial/Corporate (business meetings, vendor fairs, paid admission events, etc.)

4. RENTAL FEES – Per Day

Category	Rental fee	Deposit	Hourly overage	Cleaning fee (if applicable)
Private Party	\$200.00	\$100.00	\$25.00	Deposit
Commercial/Corporate	\$300.00	\$200.00	\$25.00	Deposit

All deposits are refundable pending post-event inspection.

5. TERMS AND CONDITIONS

Please read and initial all Terms and Conditions set forth.

1. _____ A. General Use:

- Rental includes access to the Community Center's main hall, restrooms, kitchen (if applicable), and tables/chairs.
- All setup and cleanup must be completed within the reserved time.

2. _____ B. Prohibited Activities:

- No smoking inside the facility.



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- No open flames or fireworks.
- No illegal substances.

3. ____ C. Alcohol Policy:

- Alcohol is permitted only with prior approval and must comply with all state and local laws.
- Security may be required for events where alcohol is served.
(See addendum A&B for further details.)

4. ____ D. Insurance Requirements (Commercial/Corporate only):

- A Certificate of Liability Insurance naming the City of Elephant Butte as additionally insured is required at least 7 days prior to the event.
- Minimum coverage: \$1,000,000 general liability.
(See addendum C for further details.)

5. ____ E. Damage and Cleanup:

- Renter is responsible for any damage caused during the event.
- Facility must be left clean and free of trash.
- Failure to comply may result in loss of deposit and additional charges.
- Sweep and mop all floors. Dust mop and wet mop bucket are in closet in kitchen.
- Clean tables with a damp cloth and move tables to the original position.
- All chairs must be wiped with a damp cloth and rehung on rolling racks.
- Remove all items from the fridge and freezer and clean after use. Do not adjust the temperature of the refrigerator.
- All garbage must be removed and hauled offsite for disposal. All trash cans must be cleaned if bags have fallen or not used. DUMPSTER IS NOT AVAILABLE AND TRASH LEFT IS AUTOMATIC FORFEITURE OF DEPOSIT.

6. ____ F. Cancellation Policy:

- Cancellations made more than 14 days in advance will receive a full refund.
- Cancellations within 14 days may forfeit the deposit.

7. ____ G. Indemnification:

- The Renter agrees to indemnify and hold harmless the City of Elephant Butte from any claims, damages, or liabilities arising from the use of the Community Center.

6. SIGNATURES

Renter's Signature: _____ Date: _____



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City Representative Signature: _____ Date: _____

STAFF TO COMPLETE

- ☐ Deposit received _____ Must be received to secure rental.
- ☐ Community center checked prior to rental by _____
- ☐ Community center checked after rental by _____
- ☐ Community center key returned _____
- ☐ Acceptable condition of all facilities _____
- ☐ Deduct for damages if applicable \$ _____

Addendum A: Alcohol Use Agreement

If alcohol is to be served, the renter must obtain approval from the City and provide necessary permits or licenses. The renter agrees to abide by all applicable state and local laws. Security personnel may be required at the discretion of the City.

Addendum B: Security Requirements

Security is required for events where alcohol is served or when attendance exceeds 100 people. Security must be provided by a licensed and bonded security company approved by the City. All costs associated with security are the responsibility of the renter.

Addendum C: Vendor and Insurance Requirements

All vendors must provide proof of liability insurance and obtain any necessary permits. Commercial or corporate renters must provide a Certificate of Insurance naming the City of Elephant Butte as additionally insured with a minimum of \$1,000,000 in coverage.